



JOB DESCRIPTION And PERSON SPECIFICATION

JOB TITLE:	Caretaker/Steward
SALARY:	£27,166 - £27,917 pro rata (Wednesday and Thursday, alternating between early and late shifts)
HOMEWORKING:	This post is not suitable for homeworking
RESPONSIBLE TO:	Leisure Manager
JOB PURPOSE:	Security and cleaning of the facility, dealing with enquiries and assisting users and members of the public.

KEY DUTIES AND RESPONSIBILITIES INCLUDE:

- Actively promote a positive and collaborative workplace culture that supports the Charity's purpose of Making Life Better and i-care values to increase morale, productivity and performance.
- Maintain training at the level required to comply with the Health and safety recommendations and any additional standards set by the High Life Highland
- Undertake all health and safety checks and responsibilities as delegated by the Leisure Manager
- Set up and dismantle equipment
- Carry out cleaning of all areas to a high standard
- Liaise with users and other staff
- Check for cleanliness and safety on a regular basis and ensure safe method of work are achieved
- Update yourself regularly on all written operating procedures and carry out accordingly
- Bring to the attention of the Leisure Manager any improvement that might increase the effectiveness and efficiency of the facility
- Open and close the building
- Be responsible for the security of the building including the fire, burglar alarms and key holder responsibilities
- The reception of visitors and liaise with the general public
- Responsible for checking stock levels
- Answering all public enquires
- Supervision of Facility users

- Ensuring cleanliness of area outside the facility.
- Pursue continuous professional development and contribute to the continuous improvement of Hilton Community Centre and High Life Highland as a whole.
- Attend and undertake any training online or in person.
- Aim to reduce wastage and uphold our environmental values of being as sustainable as possible in all tasks.
- Assist and support other areas of High Life Highland with particular projects, training or in the event of holidays or sickness working cross-functionally across the Hilton Community Centre team.
- Maintain an awareness and knowledge of the risk management responsibilities appropriate to their role, as identified within the HLH Risk Policy and associated guidance documentation.

Other Duties:

You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may also be varied without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations, it will be necessary to update this job specification from time to time.

Date: May 2026

High Life Highland (HLH) is committed to the protection and safeguarding of vulnerable groups, including children and protected adults and believes that they should never experience any kind of abuse. It has a responsibility to promote the welfare of those in vulnerable groups and to keep them safe and to practice in a way that protects them. HLH expects all those with whom the Charity engages to share this position. Where applicable, new positions will be subject to the appropriate level of Disclosure Scotland checking; identity checks (address, date of birth), employment/experience history, two references (one of which must be most recent employer, where appropriate), qualifications, Right to Work in the UK (where applicable). The above will apply to anyone working on behalf of HLH (paid or unpaid) including all board directors, staff, workers, volunteers, agency staff and students.

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ESSENTIAL ATTRIBUTES:

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following:-

1. EXPERIENCE

- Working in a related field
- Experience of working with the public
- Experience of working with a community or voluntary group.

2. EDUCATION AND QUALIFICATIONS

- Good general education
- HSE First Aid at Work*.

3. SKILLS/ATTRIBUTES GENERAL

- Well-motivated
- Initiative
- Communication skills
- To cope with difficult people and situations
- Ability to work with all age groups
- Dealing with the general public
- Can do attitude.

4. SKILLS/ABILITIES SPECIFIC TO THE POST

- Able to work shift system
- Building cleaning skills
- Ability to operate security and fire system

5. INTERPERSONAL AND SOCIAL SKILLS

- Ability to get on well with colleagues and customers
- Able to work part of a team
- Even tempered
- Able to make decisions.