



QUEENS HALL ACTION ON POVERTY

JOB DESCRIPTION

Job Title: Caretaker/HouseKeeper

Salary: £14 per hour – 5 Hours per day across 5 days per week
(with some out-of-hours work required)

Status: Part Time

Based at: Across sites in Wigan and Leigh

Responsible to: Head of Services

To Apply: Please upload a CV and Covering letter outlining why you would be an asset to our charity using this link:
<https://hr.breathehr.com/recruitment/vacancies/45445>

Closing Date: Friday 27th March 2026

Interviews: ASAP

We reserve the right to bring forward or extend the deadline for applications, as soon as sufficient applications have been received.

SUMMARY

The Brick is a growing charity with big aspirations for people in need within our community. We provide RELIEF, RESTORATION and REFORMATION by offering tailored support, hope, and opportunity to those looking to improve their quality of life.

Our core work is in homelessness, and these projects include emergency and supported accommodation, street outreach and homelessness prevention programmes. In March 2023, we launched England's first multibank in partnership with Gordon Brown and Amazon. We have since distributed 3million household items, donated to us by businesses, to families in need via a network of over 400 professional partners across Greater Manchester and neighbouring towns.

We have huge ambitions to grow this project across the northwest by increasing funding donations and hence capacity. We also operate an affordable food community, serving 600 households every month with affordable food and distribute pre-loved furniture items to families in need across the Wigan Borough.

JOB PURPOSE

The Brick is a charity with big aspirations and its local community at the heart of everything it does. As a result, The Brick follows a strategy and approach focusing on personal development by following The 3 R's. The 3 R's are: Relief, meeting felt needs, Restoration, equipping people for self- sustaining, independent living, and Reformation, speaking out and acting against social injustice. The key role will be to support The Brick and individuals through providing Restoration.

In summary, The Brick is seeking a reliable and proactive Caretaker/HouseKeeper to support the smooth running of our properties and ensure safe, clean, and welcoming environments for our service users. This role is essential in maintaining high standards across our accommodation and supporting the wider charity through practical tasks and occasional out-of-hours activities.

All candidates will be subject to an enhanced DBS.

DUTIES WILL INCLUDE:

1. Property Maintenance & Repairs

- **Routine Inspections:** Conduct daily and weekly site walk-arounds to identify defects, hazards, or maintenance requirements.
- **Minor Repairs:** Perform first-line repairs including basic plumbing (unblocking sinks/toilets, replacing tap washers), joinery (fixing door handles/locks), and minor electrical tasks (changing light bulbs and fuses).
- **Painting & Decorating:** Undertake internal redecoration, such as touching up paintwork, filling holes in plaster, and removing graffiti.
- **Systems Monitoring:** Regularly check and operate heating, lighting, and ventilation systems to ensure they are working efficiently and maintained at correct temperatures

2. Cleaning & Sanitation

- **Communal Areas:** Maintain a high standard of cleanliness in all shared areas, including entrances, corridors, stairwells, and toilets.
- **Emergency Cleaning/Voids Respond** promptly to unexpected incidents such as spillages, floods, or sickness to ensure the environment remains safe and hygienic.
- **Specialised Equipment:** Use and maintain cleaning machinery such as floor scrubbers, pressure washers, and wet/dry vacuums.

3. External & Grounds Maintenance

- **Grounds Upkeep:** Keep all hard surfaces, pathways, and car parks free of litter, leaves, moss, and weeds.
- **Seasonal Duties:** Provide safe access during adverse weather by clearing snow and gritting paths, entrances, and ramps.
- **External Fabric:** Regularly check and clear gutters, downpipes, and rainwater gullies to prevent blockages and water damage.

4. Safety & Compliance

- Health & Safety Documentation: Maintain accurate site logs, risk assessments, and COSHH (Control of Substances Hazardous to Health) records.

5. Key Management

- Ensure all property keys are accounted for, stored correctly, and readily available.
- Order replacement keys when stock is low or missing.

6. Health & Safety

- Follow all Health and Safety and Lone Working Policies, taking reasonable care of your own wellbeing and that of colleagues, mentors, service users, and others who may be affected by your work.
- Report any incidents or safeguarding concerns promptly and appropriately, following the Wigan tier reporting system.

7. Equality, Diversity & Inclusion

- Understand and implement The Brick's Equality and Diversity Policy in all aspects of the role.
- Promote an inclusive, respectful environment for all staff, volunteers, and service users.

8. Out-of-Hours Expectations

- Be willing to work occasional evenings and weekends when required by the charity.
- Support and participate in fundraising activities, some of which may take place outside normal working hours.
- Promote fundraising initiatives and represent The Brick positively within the community.

9. Communication & Professionalism

- Maintain strong communication with colleagues, ensuring information is shared effectively across the organisation.
- Demonstrate excellent time management, prioritising tasks to meet deadlines and service needs.

QUALIFICATIONS AND SKILLS

- Suitable candidate should have:
- Practical experience in cleaning and basic maintenance tasks.
- Understanding of safe chemical use and COSHH principles.
- Ability to work independently and manage time effectively.
- Good communication skills and a positive, proactive attitude.
- Commitment to safeguarding, equality, and diversity.
- Flexibility to support out-of-hours work when required.
- Knowledge of health and safety procedures.
- Experience working within the charity or housing sector.

PARTNERSHIP WORKING:

The Brick is committed to delivering Wigan Council's Deal approach and as such we are asking for applicants who adopt the 3 core behaviours being: positive, accountable and

courageous. We are looking for innovation and creativity; The Brick is not afraid to do things differently and pilot new initiatives to trial and test new ideas.

The Brick is committed to promoting a diverse and inclusive workplace, which attracts all candidates and signals our commitment to celebrate and promote diversity. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of our workforce. We offer a range of family friendly, inclusive employment policies, flexible working arrangements and support or staff from different backgrounds.