



The Sternberg Centre for Judaism

The Sternberg Centre, 80 East End Road, London N3 2SY Tel: 020 8349 5700 Fax: 020 8349 5704
e-mail: admin@thesternbergcentre.org.uk

Assistant Caretaker

Job Title: Assistant Caretaker
Accountable to: Estate Manager
Hours: 15 hours over a two week period – flexible
Pay: £13.15 per hour (London Living Wage)

About Us: The Sternberg Centre is a very active site that accommodates a variety of tenants, each with a wide range of needs. We pride ourselves on maintaining a supportive and well-functioning environment for all our tenants.

Job Description: We are seeking a proactive and reliable Assistant Caretaker to support our Head Caretaker on a part-time basis. This role will involve providing holiday and absence cover for our full-time caretaker, as well as working alongside the Head Caretaker for tasks that require additional assistance or when there are special, large events on-site.

The successful candidate will be an important part of our facilities team, responsible for helping to maintain a safe, clean, and well-maintained environment for our tenants. Flexibility is key, as the role will include varied tasks based on the diverse needs of the site and tenants.

The Sternberg Centre is a very active 7 acre site that accommodates a variety of tenants, each with a wide range of needs. As the Assistant Caretaker, you will be expected to proactively address these needs without constant oversight and direction. The caretaker should be a good communicator, polite and diplomatic when handling tenant requests and needs. Additionally, they should be self-motivated with a desire to continually improve their skillset. Appropriate health and safety training will be provided.

Key Responsibilities:

- Provide cover when the caretaker is on leave.
- Support minor repairs and maintenance tasks, such as fixing leaky faucets, changing light bulbs, and basic plumbing and carpentry work.
- Assist with basic gardening tasks such as weeding and planting.
- Set up and taking down furniture and equipment for events and meetings.
- Respond to urgent maintenance requests and address issues promptly.
- Follow health and safety regulations and report any hazards or security concerns.
- Carry out physical tasks such as lifting and working at heights, and responsibly use and maintain tools and equipment.

Desired skills:

- Experience in a caretaking or maintenance.
- Basic knowledge of plumbing, and general maintenance tasks.
- Strong attention to detail and problem-solving skills.
- Ability to work independently and manage time effectively.
- Physically fit and able to perform manual labour which may include some heavy lifting



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- Flexible availability to work various shifts, including evenings, weekends, and holidays as needed.
- Willing to undertake health and safety training as required
- Reliable and punctual with a strong work ethic.
- Good communication skills, politeness, and diplomacy in dealing with tenant requests.
- Self-motivated with a desire to keep improving skills.
- Manual handling, first aid, working at heights and risk assessment at work qualifications.