

JOB DESCRIPTION

DAYTIME CARETAKER (Short term contract)

Line Manager: Operations Manager

Description of the Post:

To work as part of the Caretaking Team, to undertake regular caretaking duties ensuring the security, safety and cleanliness of the Town Council's Community Centres.

The postholder will work over 2 days, Monday – Thursday, between the hours of 8am – 6pm. Hours worked will be according to the booking schedule (average 6.5hrs per week). In addition, the postholder will also work alternate weekends, 8am – 6pm and will be expected to be 'on call' during these hours, if away from site.

More days may be requested in order to cover staff holidays etc. Any additional hours worked will be by mutual consent.

Duties and Key Responsibilities:

1. To act as a keyholder opening and locking buildings/gates, setting and un-setting of access control systems/alarms, as necessary and ensuring the security of buildings.
2. Whilst the Council employ an external cleaning company, caretakers are expected to undertake some ad-hoc cleaning to ensure cleanliness in our buildings throughout the shift.
3. Cleaning of Council Offices, as and when required.
4. Meeting and greeting of hirers and ensuring that their requirements are met.
5. Detect and report to the Operations Manager, any building defects, damage or health and safety concerns.
6. Replenishing of sundries, as required.
7. To ensure all caretaking equipment, materials and products are stored safely in line with COSHH regulations in order to prevent potential accidents/misuse.
8. To represent the Council in professional and friendly manner.
9. To report any issues relating to hirers to the Bookings Officer.
10. To undertake other duties and responsibilities as may be reasonably requested, of a similar nature.
11. To ensure the health and safety of resources within the post holder's responsibilities and personal health and safety responsibilities, as laid down in the Health and Safety at Work Act, 1974 and any subsequent relevant legislation.