

OKEHAMPTON TOWN COUNCIL

JOB DESCRIPTION AND PERSON SPECIFICATION

Position: Senior Caretaker

Job Overview: To be responsible for the security and cleanliness of the Town Hall and Charter Hall and be responsible for the Health and Safety aspects of all premises. The post holder needs to be available outside of normal working hours for stewarding when the premises are in use; this entails evening and weekend working. Supervision of the Relief/Assistant/Assistant Caretaker and cover during any periods of absence.

Responsible To: Town Clerk

Hours: 21 hours per week

Pay Scale: NJC pay scale: scale point 14, rising to 15 on successful completion of the probationary period

Key Areas of Responsibility:

Security: Including but not limited to:

- To be responsible for the security of buildings, including the setting of alarms after vacation by staff and members of the public.
- To be a key holder for the premises and be prepared to be called out in case of emergency.
- To remain on site during working hours, unless on Council business, or the emergency evacuation of the premises.
- To ensure all reasonable steps have been taken to prevent access to unauthorised or undesirable persons.
- To act as fire warden/marshall

Facilities Management: Including but not limited to:

- To facilitate events booked in the premises which include evening and weekend working.
- Setting up and clearing away of function rooms, to include lifting and moving of tables, chairs and other items, and removal of waste.
- Checking of equipment hired before and at the end of each hiring session.
- Routine checks of all areas of the premises before, during and after use.
- To clear blockages, remove foreign matter from sinks, toilets, drains, kitchen traps etc and clean up spillages as required
- To empty internal rubbish bins regularly
- To ensure that a clear passage is maintained on fire escape routes
- To maintain defect books for all premises ensuring that any defects are reported to the Town Clerk at the earliest opportunity, particularly those that affect the Health and Safety of other members of staff or the general public regardless of how minor.

- To arrange periodic inspections of plant, equipment and systems as required
- Regular testing of the fire alarm system
- To maintain inventories as required
- To undertake minor maintenance work including repairs and decorating, internally and externally to all facilities managed by the Council as directed by the Caretaker or Town Clerk.

Customer Service: Including but not limited to:

- To be available to provide general assistance to hirers when they are loading and unloading to/from the premises.
- Helping members of the public who contact the Council.
- Dealing with general enquiries from visitors regarding bookings and use of the premises.

Emergency Assistance: Including but not limited to:

- In the absence of the Town Clerk, to lead the Council's response to an emergency situation within the premises.
- To report emergencies in the case of faults with gas, electric and water supply to the Town Clerk, or where not immediately available, to contact the appropriate service supplier or emergency services.
- To call the emergency services, if required, to respond to an urgent situation
- To ensure all accidents are logged in the accident book and to notify all accidents, incidents or defects to the Town Clerk.

Cleaning: Including but not limited to:

- To be responsible for the cleanliness of the interior and exterior of the Town Hall and Charter Hall.
- General regular cleaning and maintenance tasks include:
 - Cleaning of external doorways
 - Cleaning of all windows internally and ground floor windows externally
 - Cleaning and polishing of the Chamber floor
 - Cleaning of the Charter Hall floor following events, in particular any bookings whereby animals have been admitted to the hall
 - Daily check and clean of the toilet facilities in the Town Hall and Charter Hall and replenishment of items as necessary
 - Cleaning of kitchen equipment

A cleaner will undertake a thorough regular weekly clean of facilities, in the event that a cleaner is not available or employed for any reason the following will also be the responsibility of the Caretaker;

- Toilet facilities
- Sweeping, mopping and polishing of floors and stairways
- Polishing
- Cleaning of carpets and vacuuming
- Cleaning of kitchens

General:

- To carry out any other duty instructed by the Town Clerk in support of the function of the Council
- To attend training courses as required by the Council to assist in the fulfilment of the role
- To liaise with the Relief/Assistant Caretaker working hours and to ensure that cover is available for all events during the day, evenings and at weekends. Agreed work schedule to be advised to the Town Clerk for ratification.
- To prepare and keep schedules for specific regular tasks and to liaise with the Relief/Assistant Caretaker
- To prepare schedules of work for any other tasks and liaise with the Relief/Assistant Caretaker
- To oversee and supervise the work of the Relief/Assistant Caretaker, although direct line manager of the Relief/Assistant Caretaker is the Town Clerk.
- To ensure adequate supplies of clearing and other materials and to re-order when necessary
- To be a First Aider
- To ensure that the Council's Health and Safety Policies and Risk Assessments are complied with
- To have responsibility for the storage of cleaning materials, tools and any other materials relating to the role are properly stored and maintained.

Person Specification:

ATTRIBUTE	ESSENTIAL	DESIRABLE
FACILITIES MANAGEMENT	<ul style="list-style-type: none">• Knowledge of Health and Safety legislation• Ability to supervise the Relief/Assistant Caretaker• Ability to carry out general and routine maintenance tasks• Ability to follow regular processes and keep accurate records (eg fire alarm checks)• To dress appropriately and tidily, with due regard to the tasks to be undertaken or events facilitated• Be willing to undertake training as required• Willing to be a key holder and on the emergency call-out list	<ul style="list-style-type: none">• Experience of caretaking and cleaning work• Fire Warden/Marshal, First Aid and Asbestos Awareness training
COMMUNICATION SKILLS	<ul style="list-style-type: none">• Tact and diplomacy• Good customer care skills• Ability to communicate clearly	<ul style="list-style-type: none">• Attention to detail
INFORMATION TECHNOLOGY	<ul style="list-style-type: none">•	<ul style="list-style-type: none">• Able to use IT systems and email

<p>OTHER</p>	<ul style="list-style-type: none"> • Well organised • Able to work both alone and as part of a team • Hard-working, practical, versatile and flexible • Honest and reliable • Able to work out of office hours including evenings, weekends and bank holidays as required, and to cover absences of the Relief/Assistant Caretaker • Able to work on own initiative • Must be self-motivated and proactive with a 'can-do' attitude • Be willing to act as first aider and fire marshall • Willing to fulfil any other duties commensurate with the role 	<ul style="list-style-type: none"> •
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