

OKEHAMPTON TOWN COUNCIL

JOB DESCRIPTION AND PERSON SPECIFICATION

Position: Assistant Caretaker

Job Overview: To ensure the security and cleanliness of the Town Hall and Charter Hall, and 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. Cover for the Senior Caretaker is also required during any periods of absence. Included within the role may also be an element of work within the Park and other assets for which the Council is responsible

Responsible To: Senior Caretaker as Supervisor and Town Clerk as line manager

Hours: 14 hours per week

Pay Scale: NJC pay scale: SCP7 (£16,495 pro rata) rising to SCP8 on successful completion of 6 month probationary period

Key Areas of Responsibility:

Security:

- To be ensure 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 first key holder called out in case of emergency.
- To remain on site during working hours, when required, 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 and first aider

Cleaning:

- To ensure 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
 - General cleaning of the facilities as directed by the Senior Caretaker, including:
 - Toilet facilities
 - Sweeping, mopping and polishing of floors and stairways
 - Polishing
 - Cleaning of carpets and vacuuming
 - Cleaning of kitchens

Customer Service:

- 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.

Facilities Management:

- 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 report any defects to the Senior Caretaker 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 undertake minor maintenance work including repairs and decorating, internally and externally to all facilities managed by the Council as directed by the Senior Caretaker or Town Clerk.

Emergency Assistance:

- In the absence of the Town Clerk and Senior Caretaker, 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 the Senior Caretaker
- 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 Senior Caretaker, or to the Town Clerk in the absence of the Senior Caretaker.

General:

- To carry out any other duty instructed by the Senior Caretaker or Town Clerk in support of the function of the premises
- To attend training courses as required by the Council to assist in the fulfilment of the role
- To liaise with the Senior Caretaker, or in his absence the Town Clerk, regarding working hours and to ensure that cover is available for all events during the day, evenings and at weekends.
- To undertake work in Simmons Park and other assets that the Council is responsible for as required and under the supervision of the Park-Keeper, Senior Caretaker or Town Clerk.

Person Specification

ATTRIBUTE	ESSENTIAL	DESIRABLE
FACILITIES MANAGEMENT	<ul style="list-style-type: none"> • Knowledge of Health and Safety legislation • 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
OTHER	<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 Senior Caretaker • Able to work on own initiative • Must be self-motivated and pro-active 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 including in the Park and other assets the Council may be responsible for under the supervision of the Park-keeper 	