

**PEACEHAVEN TOWN COUNCIL**

**Job Description – Assistant Caretaker**

**Department**: Council Offices / off site Amenities

**Reports to**: Senior Caretaker

**Hours**: 15 per week minimum

Scale: SCP5 – SCP8

To work as part of a team and independently. We would expect our caretakers to have excellent customer service skills as they are the ‘face’ of the Town Council in its dealings and interactions with members of the public. Caretakers are expected to be team players and make a positive contribution to the continuous improvement of services to the public and to their own working procedures.

The nature of the work requires flexibility in outlook and approach to the work and the allocated shifts across the whole day.

The Senior Caretaker is your supervisor and will ensure that you are trained in all aspects of the caretaking position. Not only must you deliver interaction with the general public but display effective working practices, high standards and in a safe working environment.

**Caretaker Responsibilities**:

* Undertake regular cleaning of the Town Council’s buildings on a rotational basis to be agreed with the Senior Caretaker. Ensure all cleaning is undertaken in a safe manner and materials are used and stored in accordance with manufacturers and COSHH requirements.
* Ensuring the Town Council’s buildings are secure by undertaking opening and locking up duties in accordance with established procedures.
* Liaise with the Information & Bookings Officer to ensure room arrangements and equipment are set up in accordance with layout plans and information provided by hirers.
* To provide a welcoming and a high-quality service to hirers in respect of personal appearance and of the Town Councils facilities. The Town Council will provide uniform and protective clothing.
* Whilst on duty you will be the contact in resolving any queries relating to your position during the hiring.
* Undertake some minor maintenance work on the Town Council’s building’s if possible and safe; to be agreed with the Senior Caretaker.
* Undertake regular inspections of the Town Council’s equipment used by hirers and ensure that all equipment, including kitchen equipment, is clean and serviceable.
* Report any faults in equipment to the Senior Caretaker.
* You will be expected to undertake the following training in Health and Safety, Equality & Diversity, GDPR, First Aid, Fire warden and Customer Service and other training as required to ensure that safe working practices are adhered to.
* Liaise with contractors undertaking works on Town Council property and equipment.
* Ensure contractors have access to the required work areas and ensure that correct health and safety precautions are in place to exclude public access to areas of work.
* Responsible as reasonably practical for the safe evacuation of the building where you are working.
* First point of contact for First Aid / Health and Safety – to co-ordinate with the Information & Bookings Officer
* To undertake such other duties as may reasonably be requested by the Senior Caretaker.
* To undertake any training as required.
* Responsibilities during out of hours: Caretakers rota for callouts, to cover colleague’s absence and sickness at short notice.
* To assist the Senior Caretaker with any given tasks

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

 (Caretaker)

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

 (Town Clerk)