Peacehaven Town Council

Caretaker – Personal Specification

Key Criteria	Essential	Desirable
Qualifications	• Willingness to undertake relevant training required for the role, including health and safety, COSHH and manual handling.	• Relevant qualification or training in caretaking, facilities maintenance, cleaning or a related field. • Relevant health and safety, fire safety, and/or first aid training.
Experience	• Experience of cleaning, caretaking, maintenance or similar practical work. • Experience of working independently and completing tasks to an agreed standard. • Experience of providing a helpful and courteous service to customers, colleagues or members of the public.	• Experience of working in public buildings, community facilities or premises used by multiple groups. • Experience of setting up rooms and equipment for meetings, events or bookings. • Experience of carrying out basic building checks and minor maintenance tasks.
Skills & Abilities	• Ability to carry out cleaning, caretaking and basic maintenance duties safely and effectively. • Ability to identify and report hazards, defects, damage and maintenance requirements promptly. • Good organisational skills, with the ability to prioritise tasks and work to schedules. • Ability to communicate clearly and courteously with colleagues, hirers, contractors and members of the public. • Ability to work independently, use initiative and follow instructions and procedures.	• Ability to undertake a range of minor repairs and practical maintenance tasks. • Familiarity with cleaning equipment, maintenance tools and relevant safety procedures. • Ability to assist with the safe preparation and operation of community events and activities.

Other Attributes	• Reliable, punctual and conscientious, with a positive attitude towards work. • Physically able to undertake the duties of the role, including cleaning, moving furniture and equipment, and routine building checks, with appropriate equipment and safe working practices. • Willingness to work flexibly, including occasional evenings, weekends and out-of-hours call-outs as required by the Council's arrangements. • Committed to maintaining high standards of cleanliness, safety, security and presentation. • Professional, approachable and respectful, with a commitment to confidentiality, teamwork and good customer service.	• A flexible approach to supporting the wider Facilities team during busy periods or staff absences. • Full driving licence and access to a vehicle.