

## Old Bolsover Town Council

<b>JOB DESCRIPTION</b>
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<b>Post Details</b>			
<b>Job Title:</b>	Caretaker	<b>Pay:</b>	£8.90 per hour
<b>Hours :</b>	15 hours per week (.41 FTE) plus additional hours as required.	<b>Base :</b>	Bolsover Assembly Hall
Probation period : 6 months Notice period : 4 weeks		<b>Annual Leave</b> (including bank holidays)	28 days (pro rata)
Weekly hours of work will be on a variable basis and include evening and weekend work depending on room bookings. The post holder will provide cover on an as and when required basis at the Town Hall and Bainbridge Hall.			

<b>Job Purpose</b>
To act as Caretaker for Bolsover Assembly Hall and provide cover as and when required at other Town Council premises ensuring that facilities are prepared and available for hirers.

<b>Reporting Relationships</b>
<b>Accountable to:</b> Town Clerk
<b>Responsible for:</b> None

<b>Duties and Responsibilities – Job Specific</b>
Inspect the interior and exterior of the building for general cleanliness on a daily basis dealing with any matters raised.
To help set up, operate and maintain lighting, public address and microphone system.
Ensuring that rooms are prepared for bookings which will involve lifting / moving / setting up / packing away of furniture and carrying out routine and non-routine opening and closing of the centre for bookings.
Undertake moving and handling tasks including the setting up and clearing away of furniture and equipment to meet the needs of users.
Attending to the heating of the premises and ensuring that the required temperatures are maintained.
To lock or unlock building securely ensuring external doors and windows are secure and alarm setting.
To deal with any day-to-day defects or maintenance issues such as minor repairs, changing light bulbs etc. reporting matters to the Clerk.
Carry out weekly Fire Alarm and emergency lighting tests reporting any issues raised.
To respond to emergency callouts for the Assembly Hall, Town Hall and Bainbridge Hall ensuring that the premises are made secure in the event of any damage.
Maintaining outside areas including clearing litter and weeds together with treating paths and access ramp during inclement weather to prevent ice forming and removal of broken glass or other hazards.

To be responsible for ensuring clear and safe pedestrian access to the building particularly in adverse weather conditions (e.g. snow clearing, gritting)
Making safe any hazards, ensuring areas are cordoned off if required.
Dealing where necessary with cleaning tasks between bookings which may include emptying waste bins, mopping, sweeping floors, vacuuming, cleaning kitchens, toilets and washrooms.
Cleaning after emergency situations (e.g. floods) and cleaning bodily fluid spillages
To deal with any other matter which would facilitate the smooth running of the Centre.
Handyperson duties, for example, securing screws, hinges, door furniture, locks, minor repairs, painting, boarding windows, changing bulbs, fluorescent tubes and starters, cleaning and replacing light diffusers, unblocking sinks and drains. This list is not exhaustive and includes all repairs and maintenance that do not require the services of a skilled craftsman and which are not covered by a service or maintenance contract.
Ensuring washrooms are stocked with appropriate consumable items.
Ensuring the centre has adequate supplies of cleaning materials.
Accurate completion of timesheets
Ensuring allocated paperwork and administrative systems are kept up to date at all times.
Effective communication with the Clerk and other colleagues where appropriate.
Additional duties appropriate to the function and nature of the post.

<b>Duties and Responsibilities – General</b>
To deal effectively with general queries from members of the public.
To take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties, in accordance with the provisions of Health & Safety legislation, and Council Codes of Practice and Procedures.
To exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.
To promote and deliver fair, sensitive and quality services as a commitment to and understanding of the Council's approach to equality and diversity.
To comply with the Council's policies and procedures.
To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.

<b>Disclosure &amp; Barring Service check</b>
Not applicable

<b>Date Produced/Last Amendment</b>
Produced July 2015 Amended August 2018

<b>Employee Signature</b>
.....Date: .....

This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual job will change and existing duties may be lost or others gained without changing the general character of the duties or the level of responsibility entailed. As a result the Authority will expect this job description to be subject to revision.

**PERSON SPECIFICATION**

<b>Post Details</b>		
<b>Job Title:</b>	Caretaker	
<b>Education / Qualifications / Knowledge</b>	<b>Essential/Desirable</b>	<b>Measurements</b>
Basic standard of education.	E	All will be evidenced by application form and interview
Good verbal communication skills to be able to respond to the public and customers in a professional and responsible manner	E	
<b>Specialist Knowledge</b>	<b>Essential/Desirable</b>	<b>Measurements</b>
Experience of using cleaning materials and equipment	E	All will be evidenced by application form and interview
Awareness of safe working practices	E	
Ability to understand different methods of cleaning.	D	
Safe use of cleaning equipment including vacuum cleaners and floor cleaners.	E	
Safe use of Cleaning chemicals	E	
Good personal hygiene practice.	E	
Familiar with building security i.e.locking and unlocking and alarm systems	D	
<b>Experience</b>	<b>Essential/Desirable</b>	<b>Measurements</b>
Performing cleaning tasks using a variety of methods and equipment	E	application form and interview
<b>Key Skills</b>	<b>Essential/Desirable</b>	<b>Measurements</b>
Being observant and thorough	E	Application Form Interview
Being physically capable	E	Application Form Interview

Good work ethic and time management skills	E	Application Form Interview
The ability to demonstrate strong customer focus and a commitment to service improvements	E	Application Form Interview
Willingness to undertake relevant instruction and training	E	Application Form Interview

<b>Role Specific</b>	<b>Essential/Desirable</b>	<b>Measurements</b>
Reliability and good time-keeping	E	Interview
Flexible and willing to work outside normal working hours to meet the needs of the Centre	E	Interview
'Can-do' attitude and willingness to learn	E	Interview
Take pride in a job well done	E	Interview
Friendly, polite and helpful to centre users.	E	Interview
Self-motivated and able to act on own initiative	E	Interview
Ability to work independently or as part of a team, seeing what needs doing and acting upon it.	E	Interview
Ability to work with minimal supervision	E	Interview

<b>Date Produced/Last Amendment</b>
July 2015. Amended August 2018