

Dronfield Town Council - Job Description

Analyst: Town Clerk	Date: 20 th June 2023
Job Title: Caretaker	Department: Caretaking
1. Job Details	
(a) Responsible to: Assistant Clerk & Town Clerk	
(b) Responsible for (subordinates): Not applicable	
(c) Working Hours: around 21 hours per week plus additional hours as required – happy to discuss (up to over five days out of seven including evenings and weekends)	
(d) Salary Range: FTE £21,189 pro rata for part-time employees	
(e) Essential Qualifications: There are no essential qualifications, although candidates that have completed COSHH training and general health and safety training, would be desirable.	
(f) Essential Experience: Past experience of cleaning and facilities management.	
2. Job Summary (Description of main purpose of job): To act as Caretaker and provide cover at any Town Council premises, as and when required, ensuring that facilities are clean, maintained, prepared and available for hirers and members of the public.	
3. Key Tasks: Duties and Responsibilities – Job Specific Inspect the interior and exterior of the buildings 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 buildings or facilities securely ensuring external doors, gates and windows are secure and the alarm is set. To deal with any day-to-day defects or maintenance issues such as minor repairs, changing light bulbs etc. reporting matters to the line manager. Carry out weekly Fire Alarm and emergency lighting tests reporting any issues raised. To respond to emergency callouts for the Civic Hall, Gosforth Lodge or any changing rooms 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 or matches 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 Town Council buildings.

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.

Maintaining land and property in the ownership of the Council including parks and open spaces, play areas, council buildings, allotments and cemeteries. Work to include grass cutting, pruning of bushes and trees, maintenance of play areas, litter picking and sweeping, control of weeds and other vegetation, as and when required.

Undertake repair and maintenance work including metalwork, joinery, painting, etc. to the council's various buildings, structures and grounds; construction projects to provide parks, steps, footpaths, etc.

Ensuring all washrooms are stocked with appropriate consumable items.

Ensuring each venue has adequate supplies of cleaning materials.

Accurate completion of timesheets.

Ensuring allocated paperwork and administrative systems are kept up to date at all times, such as fire test records

Effective communication with the Town Clerk and other colleagues where appropriate.

Additional duties appropriate to the function and nature of the post.

Duties and Responsibilities – General

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.

Note: This description is not intended to establish a total definition of the job, but an outline of the duties.