

Dronfield Town Council - Person Specification

Job Title: Caretaker

Department: Caretaking

Date: 20th June 2023

Qualities	Essential Those qualities which are essential to perform the job.	Desirable Those qualities which allow the job to be performed to the optimum level.
<p>Work Experience Previous experience required to do the job.</p> <p>Performing cleaning tasks using a variety of methods and equipment</p>	<p>Essential</p> <p>Essential</p>	
<p>Education/Qualifications e.g. academic or professional qualifications.</p> <p>Basic standard of education.</p> <p>Good verbal communication skills to be able to respond to the public and customers in a professional and responsible manner</p>	<p>Essential</p> <p>Essential</p>	
<p>Skills/Abilities e.g. analytical skills, computer skills.</p> <p>Experience of using cleaning materials and equipment</p> <p>Awareness of safe working practices</p> <p>Ability to understand different methods of cleaning.</p> <p>Safe use of cleaning equipment including vacuum cleaners and floor cleaners.</p> <p>Safe use of cleaning chemicals</p> <p>Good personal hygiene practice.</p> <p>Familiar with building security i.e. locking and unlocking and alarm systems</p> <p>Being observant and thorough</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Desirable</p> <p>Desirable</p>

Being physically capable Good work ethic and time management skills	Essential	
The ability to demonstrate strong customer focus and a commitment to service improvements	Essential	
Willingness to undertake relevant instruction and training	Essential	
Reliability and good time-keeping	Essential	
'Can-do' attitude and willingness to learn	Essential	
Take pride in a job well done Friendly, polite and helpful to centre users.	Essential	
Self-motivated and able to act on own initiative	Essential	
Personal details e.g. leadership, flexibility, team working.		
Flexible and willing to work outside normal working hours (evenings & weekends) to meet the needs of the bookings	Essential	
Ability to work independently or as part of a team, seeing what needs doing and acting upon it.	Essential	
Ability to work with minimal supervision	Essential	
Other Circumstances Special conditions that apply to the job, e.g. need to travel, work away from home etc.		
Ability to work evenings & weekends, as when required.	Essential	
Ability to travel between sites.	Essential	