**CARETAKER JOB DESCRIPTION**

**POST TITLE**: Caretaker

**REPORTING TO**: Town Clerk/Responsible Financial Officer

**LOCATION**: The New Hall, Station Road Bawtry

**HOURS OF WORK**: 10 per week

**SALARY:** National Joint Council LC1 Point 7 Salary Scale £19,171 pro rata (£9.96 per hour)

**PENSION:** In accordance with Workplace Pension Regulations

**Personal Requirements**

A hard-working, honest, dependable, self-motivated person to act as The New Hall Caretaker.

Successful applicants will be expected to complete a DBS check.

# Duties and Responsibilities

The New Hall Caretaker is required to open and close the New Hall for occasional hirers as required, both during the week and at weekends. The Caretaker will also liaise with regular hirers and the Town Clerk/Bookings Clerk as required. The Caretaker must be able to work responsibly and flexibly, consistent with use of the Hall.

## General

* Set up and pack down of each room according to bookings diary. Including but not limited to set up of chairs, tables, tea, coffee urns as required.

* Putting out bins in preparation for pick-up and ensuring that external rubbish is stored appropriately and arrange disposal.

* Sweep car park and be responsible for the removal of all debris from paths, grassed areas, flowerbeds and all entrances/exits.

* General maintenance and minor repair work including: doors, windows, toilet seats and flushes, furniture, tap washers and some painting of doors and walls (or contacting the relevant facilities business). This list is not exhaustive, but an example.

* Maintenance of equipment e.g. tables and chairs as needed.

* General porter duties and moving of furniture.

* Assist the Town Clerk with simple tasks as requested.

* Checking damage/security every morning on arrival at the premises.

* Receive and check goods and supplies and take them to the appropriate place for storage (cleaning products etc.).
* Ensure that clear passage is maintained on fire escape routes.

* Test fire equipment weekly. Maintain test register.

* Report any defects of building, furniture, fittings and equipment to the Town Clerk.

* Store equipment and supplies safely.
* Understand and implement fire safety regulations, Health and Safety regulations, emergency procedures and the rules for evacuating the building.
* Flexibility of working hours when required.

* Complete relevant training courses and certificates as requested by the Town Clerk.

* Any other work requested by, and deemed appropriate by, the Town Clerk.

## Security

* Opening and closing, unlocking and locking of car park gates, the building and each room as required.

* Open and close the building for evening and weekend use at times arranged by the Town Clerk.

* Checking and securing the premises subsequent to out of hours intruder alarm activation.

* Be the first point of contact in an emergency, responding to, and resetting of, the building alarm, liaising with the police and alarm company out of hours as needed.

* Overall security of the premises including the locking of all windows and doors.

* You may be occasionally called out at unsociable hours or at weekends to deal with security issues, make emergency repairs or allow access to any contractor who may be working on the site.

 **Grounds Maintenance**

* Regular check of guttering (visual).

* Clean external lights. Replace light bulbs accordingly.

* Disinfect drains and dustbins regularly.

* Make safe any hazards and ensure that the area is cordoned off.

* Ensure car park signage and line markings that indicate car spaces are clear and not faded.

## Management

* Be responsible for ordering cleaning equipment with the Town Clerk.

* Noting, monitoring and reporting any defects in the building to the Town Clerk.

* Occasionally monitor the work of contractors working on site.

## Heating, Lighting and Water

* The switching on and off of all lights and appropriate electric plug sockets.

* Ensure that all lights and heating are working effectively, changing light bulbs and occasionally working at height.

* Read gas, electric and water meters as required.

* Monitoring and setting of heating controls and boilers for each room as needed.

**PERSON SPECIFICATION**

* Be responsible, honest and reliable.

* Be practical and have experience in D.I.Y (desirable).
* Stay calm in an emergency, for example if there is a break-in or fire.
* Have good verbal communication skills to deal with children and adults.
* Be prepared to get up early.
* Understand safe working practices and health and safety legislation.
* Be well-organised and capable of prioritising their own work.
* Be happy to work on their own and/or capable of supervising people.
* Be flexible and enjoy a varied routine.
* Be physically fit and capable as heavy lifting may be required.
* Be able to meet targets and work to a schedule.
* Be able to follow instructions.

**Reporting**

The successful applicant will report to the Town Clerk.

## Applications

To apply please send your C.V, or a summary of your relevant experience, to the Town Clerk Angela Harrison at bawtrytowncouncil@gmail.com by 26th April. Interviews will be held at The New Hall, Bawtry.