

# WIRKSWORTH TOWN COUNCIL

## JOB DESCRIPTION / PERSON SPECIFICATION

**Post:** **Caretaker**

**Salary:** **SCP Pay Scale: 3** **15-20 hrs per week**  
**£12.45 per hour + Enhancements** (for caretaking of the public toilets and on call callouts & overtime)

**Responsible to:** **Town Clerk**

### Job Purpose

To work under the supervision of the Town Clerk, or in his/her absence, the Deputy Clerk.  
To work hours flexibly and in liaison with other Caretakers, to ensure the efficient caretaking, cleaning, maintenance & security of the Town Council buildings & assets.

### Main Responsibilities

To undertake opening and closing for lettings at the Town Hall/Memorial Hall; to liaise with organisers of functions to ascertain needs and ensure satisfactory bookings; to undertake portering tasks as required including setting up and clearing away furniture, erecting/dismantling the modular stage, erecting/moving stage curtains, etc, for functions as required.

To be responsible for maintaining the security of the premises and its contents in accordance with the council's current requirements.

To keep the premises, including gullies, drains, grounds and exterior areas clear of litter, blockages etc, and to keep all fixtures and fittings, glass etc, in clean and good order, reporting defects to the Town Clerk.

To control the provision of, and monitor stock levels of consumable items such as toiletries, light bulbs/tubes and cleaning materials and arrange to replenish supplies in accordance with current procedures.

To ensure heating plant and equipment is efficiently and effectively operated, make adjustments as necessary and report defects and malfunctions to the Town Clerk.

To test fire alarms, emergency lighting and other equipment regularly and maintain appropriate records. To maintain the water supply in accordance with the Council's Legionella Policy.

To provide fire evacuation advice to all hirers, and to be responsible for the management of the Council's evacuation policy when present on site.

To undertake handyperson duties as directed by the Town Clerk as outlined below:-

- Painting and decoration - Making good of paintwork eg touching up scratch damage, minor decorative projects.
- Joinery - First line maintenance of fixtures and fittings, examples, tightening screws on door hinges, window hinges and door handles.
- The erection of small shelves, display and notice boards.

To report emergencies in the case of faults with gas, electric and water supply to the Town Clerk, or where not immediately available, to alert the appropriate services.

To attend to, where necessary, personnel visiting the site such as contractors, representatives of utilities (gas, electric) and monitor any work being carried out within the postholder's area of responsibility.

To undertake primary responsibility for alerting all contractors, representatives of utilities, etc, to the Asbestos Policy in place at both the Town Hall and Memorial Hall, and ensuring relevant paperwork is signed and filed appropriately.

To undertake and record health & safety checks of the Town Council's estate, which currently comprises the Town Hall, Memorial Hall, Memorial Gardens, Stoney Wood, Kingsfield Play Area but which may increase in the future.

To carry out appropriate regular inspections (ie, daily, weekly, monthly), report and record findings, and assist with minor maintenance, litter clearance and health and safety issues arising within the Town Council's estate, including gardening duties within the Town Council's estate.

To support the operation of Markets by the Town Council, including the Tuesday Market (including H&S checks, collection of rents and other associated duties as directed by the Clerk).

To maintain and clean Public Conveniences including those at Barmote Croft.

To assist with the Christmas decoration of the Town Hall/Memorial Hall.

## **General**

To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.

To co-operate with the council in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.

To carry out the duties and responsibilities of the post in compliance with the Council's equal opportunities policies.

To maintain confidentiality and observe data protection and associated guidelines where appropriate.

To carry out any other reasonable duties and responsibilities in the parish, as may be required by the Line Manager, commensurate with the grading and level of responsibilities of the post.

This Job Description is not intended to be a comprehensive definition of all the duties. Employment within the Town Council office involves a variety of duties and employees must demonstrate Flexibility in relation to working hours.

The Council reserves the right to require you to undertake other duties and responsibilities which do not change the character or purpose of the post.

The list of duties and responsibilities contained in this document are issued as guidance which are applicable at the time of writing.

## Person Specification - Post Details

**Job Title:** Caretaker

### **KNOWLEDGE:**

Requirement	Essential/ Desirable	Method of Assessment
<p>Good organisational skills in relation to managing own workload and that of team members.</p> <p>Ability to communicate effectively both verbally and in writing</p> <p>Able to undertake basic administrative/clerical tasks including ordering and record keeping.</p> <p>Able to carry out basic staff training relevant to the job.</p> <p>Able to undertake minor repairs and maintenance within building</p>	Essential	From the application form, probing at interview, documentary evidence
<p>Understanding of cleaning science, equipment and materials.</p> <p>Understanding of health and safety legislation, and good practice in relation to cleaning/caretaking.</p>	Essential	From the application form, probing at interview
<p>Understanding of heating technology and systems.</p>	Desirable	From the application form, probing at interview

### **EXPERIENCE:**

Requirement	Essential/Desirable	Method of Assessment
<p>Basic administrative experience.</p> <p>Experience of building security duties, including alarm setting.</p> <p>Previous caretaking and/or cleaning experience.</p> <p>Previous experience of working with heating systems.</p>	Desirable	From the application form, probing at interview

**MOTIVATION:**

<b>Requirement</b>	<b>Essential/Desirable</b>	<b>Method of Assessment</b>
<p>Ability to work on own initiative and within a team</p> <p>Ability to communicate effectively both verbally and in writing.</p>	Essential	From the application form, probing at interview

**EQUALITIES:**

<b>Requirement</b>	<b>Essential/Desirable</b>	<b>Method of Assessment</b>
Knowledge of the Council's Equal Opportunities Policies	Essential	From the application form, probing at interview

**OTHER:**

<b>Requirement</b>	<b>Essential/Desirable</b>	<b>Method of Assessment</b>
<p>Willing to be reasonably flexible in relation to working hours.</p> <p>Willingness to undertake routine tasks as may be required.</p> <p>Willing to undertake job related training.</p> <p>Able to attend site in an emergency</p> <p>Physically able to carry out the duties of the post.</p>	Essential	From the application form, probing at interview