



Job Description

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| Post Title: | Caretaker (Job Share) |
| Hourly Rate: | SCP 3-4 (£18.887-£19.264) Pay award pending |
| Hours of Work: | 12.5 + 12.5 (25 per week) |
| Leave Entitlement: | 23 (pro rata) per annum plus Bank Holidays |
| Responsible to: | Projects & Facilities Manager |

Role Description

The Caretaker will be required to proactively and independently look after Bitton House to ensure the building remains clean and maintained, meeting the needs of all users be they staff, Councillors, tenants or hirers.

Main Responsibilities and Key Tasks

- Cleaning and maintaining the house to a consistently high standard
- Identifying repairs and maintenance by arrangement with Line Manager
- Identifying and suggesting repairs and improvements
- Checking and responding directly to checklists
- Supporting Bitton House events
- Using your own initiative within the broad guidelines of Council policy
- Assisting with town events, including events organised or supported by the Council
- Responding appropriately to emergencies or urgent issues as they arise
- Being part of a responsible keyholders list for Bitton House

Building Management

- To ensure that the building is prepared for hirers when required, including the provision and arrangement of tables, chairs and other necessary equipment
- To monitor the condition of the building, systems, fixtures and contents and to report any obvious defects or need for maintenance
- To carry out regular inspections of the building to ensure Health and Safety compliance using the checklist provided, ensuring the necessary handbooks are maintained and updated
- To ensure that all escape routes are clear from obstruction, to assist in the operation of regular fire drills as required by Health and Safety Fire Regulations, and to ensure that all fire exit doors are operable during opening hours for the safety of the users of the house

- To be aware of the location of all stopcocks, gas and electricity meters to ensure any monthly meter readings take place
- To undertake and identify repairs and maintenance by arrangement with Line Manager

Building Security

- To ensure the security of Bitton House
- To ensure that all lights are turned off, windows, doors and gates are closed, locked and secured at the end of each day or after usage
- To act as a keyholder

Cleanliness and Hygiene

- To ensure the overall cleanliness of the Town Hall is to a consistently high standard, including but not limited to:
 - Cleaning of toilets and toilet areas
 - Mopping and buffing hard floor surfaces
 - Vacuuming and cleaning carpeted areas
 - Wiping, polishing, dusting of designated areas
 - Spot cleaning of spillages
 - Emptying and cleaning of bins in designated areas
 - Cleaning of internal and external glass and windows
- To ensure the safe and secure storage of cleaning agents and other potentially hazardous materials
- To operate cleaning equipment in a safe way in accordance with manufacturer / COSHH regulations
- To ensure that there is an adequate supply of soap, hand sanitiser and toilet tissue in toilet areas and that any hand drying equipment is functioning properly
- To maintain stock levels and advise the Line Manager when stock is required

Bitton House Hire

- To develop relationships with tenants, hirers and contractors
- To meet hirers and carry out essential Health and Safety handover
- Inspect rooms pre / post hire
- Preparation of various rooms for functions as required
- Stewarding events, where required
- Prepare rooms for Council meetings

General

- To ensure that the surrounds of the building including paths, car park, flowerbeds and entrances are clean and free of litter, debris and weeds and report any obvious defects that may create a hazard.
- General portering duties and moving of furniture
- Regular check of roofs for pooling, debris, plant growth etc.
- Regularly check and clean soffits, gutters and external lights
- Disinfect drains and dustbins regularly
- Make safe any hazards and ensure that the area is cordoned off
- Maintaining noticeboards

Note:

This job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the postholder and the Council in understanding the prime functions of the post. It should not be regarded as exclusive or exhaustive as there may be other duties and responsibilities associated with and covered by the grading of this post.

There is a possibility there could be a change to the post-holders' job description. Any major proposed changes will be discussed with the post-holder and will be in accordance with any policies or protocols in existence at that time.