

# Coleshill Town Council

## Job Description

|                             |                                  |
|-----------------------------|----------------------------------|
| <b>Job Title:</b>           | Caretaker (Town Hall)            |
| <b>Accountable To:</b>      | Community & Partnerships Manager |
| <b>Grade:</b>               | SCP Range 9 - 13                 |
| <b>Nature of Contract:</b>  | Permanent                        |
| <b>Full Time/Part Time:</b> | Full Time                        |

### Overall Responsibilities:

Responsible for managing caretaking services to the site allocated, ensuring a safe and secure environment.

Has responsibility for undertaking minor or temporary maintenance and repairs.

Responsible to the Town Clerk or nominated representative for the effective provision of caretaking, cleaning and site maintenance routines and responding to emergencies relating to the site as necessary.

### Specific Responsibilities:

#### Security:

Carry out security checking of the building and grounds.

Routine and non routine opening and closing and security of premises.

Take action to prevent trespass on the premises.

Ensure unauthorised parking of vehicles does not occur or report frequent offenders to the office staff.

Act as a nominated keyholder and respond appropriately to alarm company, police call-outs and other emergencies (as appropriate) outside normal working hours.

#### Cleaning:

Ensure the premises and furnishings are cleaned in accordance with an acceptable standard.

Carry out regular cleaning inspection of all areas of the building.

Advise the office staff of any cleaning materials required in good time to allow stocking or ordering.

#### Maintenance:

Ensure that site is maintained and fit for purpose.

Carry out minor maintenance work and repairs.

Responsible for basic equipment and report items, repairs, maintenance work that is required and is beyond the competence of the caretaker.

Check for and report damage as appropriate.

Direct contractors to sites of repair and maintenance work.

Inspect work of contractors where a note of satisfactory completion is required.

Operate heating system to maintain appropriate temperatures and ensure adequate supply of hot water available.

Carry out frost precaution procedures.

Carry out procedures in event of fire, flood, breaking and entering, accident or major damage.

Provide emergency access in the event of snow or minor flooding or similar emergency situations.

Ensure exterior areas and paths in the Council's ownership are free from litter

Ensure drains and gullies are inspected to ensure free flowing and clean, dealing with blockages as necessary.

Ensure that caretaking and cleaning equipment is in a safe and working condition

#### Stock:

Receive delivery of stock, materials etc, ensuring appropriate storage.

Ensure adequate supply of fuel, light bulbs and janitorial materials are available, placing orders via the office staff, as necessary.

#### Lettings:

Undertake Council lettings in accordance with the lettings procedures.

Prepare tables and chairs as required by the hirer including any electrical equipment required for set up.

Ensure that after a booking, tables and chairs are returned to their normal positions when not in use and any untidy crockery, cutlery and litter is cleared.

#### Other:

Move equipment and resources as required.

Check any fire exit and alarm systems.

Assist the Town Clerk (or nominated representative) in undertaking risk assessments.

The post has no or limited direct responsibility for financial resources but will occasionally handle amounts of cash, cheques, invoices etc. prior to handing to the office on a regular basis.

### **Qualifications or Abilities Required**

Awareness and understanding of health & safety regulation, e.g. H&SAWA and COSHH guidelines.

Literacy skills to complete maintenance records, understand and follow H & S and COSHH instructions.

Numeracy skills to check goods, carry out stock control and undertake calculations.

Able to carry out procedures, routines and follow instructions.

Able to operate cleaning equipment, machinery and tools and undertake basic maintenance.

Have minor maintenance skills, particularly to make safe.

Able to take initiative and be proactive with potential hirer opportunities.

Can respond to unforeseen circumstances e.g. hazards, accidents etc.