****

**CARETAKER**

**SCP range 8 - 12 (£26,824 - £28,598)**

**37 hours per week with evenings and weekend working as required**

**JOB DESCRIPTION**

**Responsible to:**

Asset Manager

**Job Purpose:**

To clean, maintain, repair and improve Town Council buildings to ensure the smooth running of such assets.

**Scope:**

To demonstrate commitment to all aspects of Safeguarding to ensure our staff, customers and visitors are safe and to discharge our duty in terms of corporate safeguarding of all.

To behave in a way that recognises the importance of organisational culture, values and accountability.

To always act in a socially responsible way, ensuring your behaviour, actions and decisions consider the sustainability of resources, the Climate and the Environment.

To adhere to standards set to ensure health and safety at work, which includes following procedures correctly and participating in relevant health and safety training, in helping to create a safe and supportive organisation for all.

To undertake tasks as required to support the Council’s range of events and festivals as directed.

This Job description outlines the duties required of the post entitled Caretaker to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and duties may be varied from time to time, which do not change the general character of the job or the level of responsibility.

# **Duties & Responsibilities:**

1. To clean a range of Council buildings to a high standard, compliant with health and safety requirements.
2. To provide caretaking services at Council buildings to include minor repairs, and other maintenance duties.
3. To ensure the removal of recycling and waste from buildings in an appropriate manner, in accordance with waste regulations. To be the main point of liaison with our appointed waste disposal contractors.
4. Upkeep, repair and improvement of the Council’s properties, including implementation of maintenance schedules, repairs and reporting of issues requiring remedial action by specialist contractors.
5. To be responsible for locking and unlocking Market Way and St Rumon’s Gardens as required.
6. To be the main point of contact with Market Way licence holders regarding any issues..
7. To assist in the facility preparation, setting up, and dismantling associated with civic events, markets and town festivities as organised by the Council, and any other functions that may from time to time be organised.
8. To identify, record, and report issues of environmental ASB in the Town and parish and, where possible to assist in the maintenance of public areas within the parish boundaries or forming part of the public realm.
9. To assist in Community emergencies, ASB or other issues within the parish as “First-responder”.
10. To ensure Health and Safety regulations are adhered to at all times.
11. To adhere to COSHH regulations regarding the safe use and effective storage of hazardous chemicals.
12. To participate in discussions leading to the preparation of new Risk Assessments and the annual review of existing Risk Assessments to ensure accuracy and effectiveness of the process.
13. To hold an appropriate First Aid at Work qualification to enable effective treatment of colleagues and members of the public during an emergency situation.
14. To be a responsible key holder.
15. To act in a polite, professional and capable manner at all times, as would be expected as an employee of the Town Council.
16. To undertake any other duties as directed of a similar or related nature, appropriate to the grade of the post and capabilities of the postholder
17. Willing to undertake a DBS Check.

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential Attributes** | **Desirable Attributes** |
| **Educational** **Qualifications** |  | * Full clean UK Driving Licence
* First Aid Qualification
 |
| **Skills and****Knowledge** | * Health & Safety knowledge in relation to manual handling, sharps, dangerous materials and substances
* High degree of awareness of the dangers associated with working in close proximity to members of the public
* Demonstrable track record of cleaning to a high standard.
* General DIY/maintenance experience
* Able to respect confidentiality
* Reliable, hardworking, able to prioritise, work to meet deadlines and to particular standards
* Able to communicate with colleagues, Councillors and the general public (including businesses)
* Ability to respond independently to unexpected situations
 | * Understanding of all relevant risk assessments
* Ability to draft comprehensive Risk Assessments
 |
| **Personal Attributes** | * Physically able to fulfil the role required, including walking, bending and lifting, loading, unloading and carrying and holding equipment whilst undertaking work.
* Ability to fulfil what is required of the role, including working outdoors in all weather conditions
* Calm disposition, unflappable, friendly and approachable.
* Positive work ethic and adaptable to changing requirements.
* Customer-focussed
* Willing to work flexible hours and above contracted hours when necessary.
* High standards of work and attention to detail.
 |  |