

# CRINGLEFORD PARISH COUNCIL

## ASSISTANT CARETAKER

### JOB DESCRIPTION

#### **Job Specification: Caretaker**

**Grade:** Spinal Column 6 (£12.42 per hour) (1 April 2024 pay increment pending)

**Job Location:** Likely The Jubilee Centre, St Giles Park, Cringleford, but will be expected to work at any of the Council's buildings in Cringleford as required by the Parish Clerk.

**Hours:** 15 hours per week, (Monday to Friday, 7.30am – 10.30am)

#### **Introduction**

The person appointed will be responsible for the effective caretaking and cleaning of The Jubilee Centre, a brand new sports hall being built in Cringleford.

#### **Job Summary:**

The Assistant Caretaker will be responsible for the security and cleanliness of Parish Council buildings. This will include carrying out regular building checks and reporting any issues found, the tidiness of the carpark and grounds, and cleaning the building to ensure that it is suitable for hirers. The position will also be responsible for welcoming hirers and sports groups to the buildings.

**Responsible to:** The Caretaker will be responsible to the Parish Clerk.

#### **Duties & Responsibilities at Caretaker:**

1. Check and test fire alarms and perform fire drills as required by the Head Caretaker (training will be given).
2. Carry out weekly water checks, as required by the Head Caretaker (training will be given)
3. Complete security checks (fire exits/emergency lighting/extinguishers/CCTV).
4. Check building, grounds, and car park daily for damage or issues. Note and report any problems to the Parish Clerk.
5. Sweep outside area and car park and remove refuse on a daily basis if required.
6. Clean all rooms and internal surfaces, including floors, work surfaces, showers and any other areas where necessary.
7. Refill toilet rolls/soap dispensers/toilet blocks/paper towel dispensers, collecting stock from The Willow Centre, Cringleford, when required.
8. Empty rubbish bins, inside building and outside and place in refuse bins outside.
9. Welcome hirers and sports groups who arrive during shift times
10. Set up rooms and make equipment available for hirers
11. Carry out building tours, if arranged during shift times
12. Attend any training courses as required.

13. Comply with all Parish Council Health & Safety policies and legislation reporting concerns to the Clerk where necessary
14. To undertake any reasonable duties that may, from time to time, be allocated by the Parish Clerk or the Head Caretaker.
15. Reporting any problems to the Head Caretaker or Parish Clerk for action.

This job description is subject to review, at least annually at the Staff Appraisal in consultation with the post holder.

Dated: 8 November 2023

### Person Specification

<b>Essential</b>	<b>Desirable</b>
Experience in performing cleaning duties in a professional environment (using cleaning equipment and assessing the daily cleaning requirements of the building)	Experience of Caretaking
People skills – an approachable and courteous manner with building hirers and an ability to communicate with members of public	Knowledge of health and safety considerations relating to cleaning and fire safety
Ability to use own initiative to identify and prioritise tasks, and to work alone daily	First aid and Manual Handling Qualification (or a willingness to undergo training)
Basic level of education, including reading and numeracy	
A responsible attitude	