

## JOB DESCRIPTION

JOB TITLE:	Westwoods Caretaker
EMPLOYMENT:	Part time - 16 hours per week based at The Westwoods Centre
PAY SCALE:	Starting salary of £11.21 – £11.42 per hour (pay award pending)
REPORTS TO:	Town Clerk

### Purpose

To provide day to day administration for the Centre and management of the building.

#### **The Caretaker is responsible for:**

- Maintaining clean, safe, and secure premises, which includes buildings and grounds.
- Carrying out routine maintenance, cleaning, portering, and minor repairs.
- Promoting health and safety around the building.

#### **Main Activities:**

General:

- Overall responsibility for the security of the building.
- Locking and unlocking the building, either themselves or by arranging alternative cover.
- Be a keyholder and the first point of contact in an emergency callout.
- Supervise and assist in the set-up of rooms for users. Set up sound system and projector if booked by users.
- Deal with enquiries from the general public, users of the Centre, councillors, and other members of staff regarding bookings when on site.
- Attend any training that is appropriate to the post and ensure that any training certificates are kept up to date.

Cleaning and maintenance:

- Conduct daily site inspections and ensure that the Centre is kept in a good order, carry out general maintenance and minor repairs where necessary e.g. or report matters to the attention of the Town Clerk.
- Ensure the centre is maintained in a good state of cleanliness, and replenish consumables in washrooms and kitchen where necessary.
- Undertake basic operation of heating, lighting, plumbing, and security systems to ensure they operate safely and efficiently (reading utility meters and checking oil tank level).
- Deal with the waste bins at the centre and book collections.
- Receive and check goods and supplies, and take them to the appropriate storage.

- Supervise contractors on site when they are carrying out tasks for the council such as grass cutting, window cleaning, and repairs.
- Maintain the grounds, including sweeping paths and gritting during cold weather.
- Such other duties as may be necessary from time to time to assist the general work of the Westwoods Centre as determined by the Town Clerk.

### **Health and Safety**

- Take reasonable care of own health and safety and that of others.
- Be familiar with the exact locations of fire equipment and the procedure to be followed in the event of an incident. Test emergency lighting and fire alarms.
- Responsible for on-site health and safety inspections and reporting any issues arising, including keeping up to date logs for fire alarm testing, fire equipment, legionella, and any other testing that may be required on an ad-hoc basis.
- Reporting any health and safety concerns to the Town Clerk.

The job description sets out the main duties of the role as at the date it was drawn up. These may vary from time to time without changing the general character of the role or the level of responsibility entailed. It is expected, therefore, that the jobholder will undertake any other duties commensurate with the grading of the post.

You may be occasionally called out at unsociable hours or at weekends to deal with security issues, make emergency repairs, or allow access to contractors.

### **Role requirements:**

The post holder would ideally have experience and skills in the following areas:

- Building maintenance and security
- Use of cleaning tools and equipment
- Practical DIY e.g. gardening, using basic power tools
- Awareness of safe working practices
- Able to read and follow written instructions/labels
- Able to carry out basic tasks on a computer or hand-held device
- Physically fit for moving equipment, and aware of safe manual handling techniques
- Punctual, reliable, and trustworthy.

The role will require the ability to work in a team, on their own, and with contractors. Some customer facing skills will also be useful as the role will interact with members of the public and councillors.