



JOB DESCRIPTION

JOB TITLE:	Caretaker
PLACE OF WORK:	Guildhall, Chard
SPINE POINT:	SCP Range 3 - 6
HOURS OF WORK:	30 hours as specified in Contract as required Monday to Sunday. Required to work additional hours, as necessary.
ALLOWANCES:	None
REPORTS TO:	Senior Caretaker
MANAGEMENT RESPONSIBILITIES:	See attached organisation chart.

A Main Purpose of the Job

To assist the Senior Caretaker in the preparation of the Guildhall facilities for hirers and to undertake planned and response maintenance and cleaning.

B Areas of Day-to-Day Responsibility

- Ensure that the building is clean and maintained to the highest standards at all times
- Provide excellent customer care to users and hirer of the building
- Ensure all health and Safety requirements are complied with

C Summary of Responsibilities and Duties of the Job

1. To ensure that the arrangements requested by hirers are available for their booking and to carry out any necessary cleaning activities either before or after an event.
2. Responsible for the security of the building, safe custody of furniture, pictures, fittings, and decoration of the Guildhall, reporting any damage to the Team Leader and to undertake repairs, as necessary.
3. Responsible for carrying out the required safety checks of the building prior to any commencement of the hire. Where necessary taking the necessary action to resolve any breach as soon as possible and/or to report the matter to the Senior Caretaker.
4. To enforce the prevailing terms and conditions relating to the use of the Guildhall.

5. Ensure that compliance to the relevant health & safety regulations are maintained by one-self and colleagues and bring to the attention of management any deviance.
6. To contribute to the maintenance & cleaning (both internal and external), to carry out any necessary monitoring of facilities and that all systems are working correctly and within prescribed parameters to ensure that the building and all facilities are clean and safe to use.
7. To act at all times in a manner which will not bring the Council into disrepute.
8. Be prepared to take own initiative in dealing with emergencies by contacting the appropriate contractor(s) or to provide an alternative solution to ensure the security of the building.
9. To carry out such other duties and responsibilities as may reasonably be required.

This list is neither exclusive nor exhaustive, as there may be other duties and requirements associated with the post, and as such you may be required to undertake unspecified other duties and/or hours of work as may reasonably be required of you.

D Other information

External and Internal Contacts

Councillors, customers, contractors, suppliers, members of staff and partner agencies.
Face to face, telephone, written and electronic communication.

Working Environment

Mainly office based but some home working will be considered.

The Council operates a Smoke-free policy and the postholder is prohibited from smoking in any of the Council's buildings

All staff must commit to Equal Opportunities and Anti-Discriminatory Practices.

Health and Safety at Work

Chard Town Council's Policy, and all relevant Health and Safety at Work Instructions are to be considered as part of this job description.

Data Protection Act 1998

All employees who are involved in the processing or handling of computer data have an obligation to comply with the terms of the Data Protection Act 1998 and the Council's Data Protection Policy.

Council Policies

The post-holder is expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures.

Performance Management

You will be given an annual appraisal and six-monthly review that will form the basis of your Personal Development Plan and be linked to the Council's objectives. You will also receive collaborative one to one meeting on a regular basis with your line manager.

CARETAKER

PERSON SPECIFICATION

	Essential Attributes	Desirable Attributes
Educational Qualifications	Minimum of 5 GCSEs including English and Mathematics or equivalent. A commitment to continuing professional development relevant to the role.	Good standard of numeracy and literacy.
Communication Skills	Good oral, written and email communication skills, including an ability to relate to, and communicate with customers and community groups.	Ability to form constructive working relationships with colleagues. Ability to deal with the general public.
Knowledge and Experience	Understanding of the importance of customer care. Understanding of how buildings work. Knowledge and/or experience of undertaking minor repairs Understanding of health and safety and fire precautions issues.	
Skills	Ability to carry out tasks following training and or direction. Ability to work flexibly and proactively.	
Information Technology	IT literate with experience and practical ICT skills including in Microsoft Office packages and spreadsheets.	
Other	Prepared to work out of office hours in order to meet the Council's business needs.	Current driving licence and car owner.