

SAXMUNDHAM TOWN COUNCIL

JOB DESCRIPTION & PERSON SPECIFICATION - CARETAKER

Main purpose of the Role

Saxmundham Town Council current owns three buildings – The Town House, The Market Hall and the Gannon rooms, as well as some smaller assets such as the Youth Booth. The role of the Caretaker will be to:

- Ensure that the Council owned buildings are maintained on a day-to-day basis and kept in a good condition.
- Carry out caretaking tasks in relation to the Town Council's property assets.
- Assist with Markets and Events as required.

Reporting to

Assistant Town Clerk

Main duties and responsibilities

1. To monitor stocks of cleaning supplies and other consumables, and to advise the Assistant Town Clerk on a timely basis on requirements for ordering or purchasing new stocks
2. To ensure that the buildings are kept in a safe, tidy and clean state for users.
3. To ensure that stocks of cleaning supplies and other consumables are safely stored, in accordance with health and safety rules.
4. Assist the Council in renting out the buildings by attending to open up and close down as required including acting as a keyholder.
5. Check cleanliness of booked facilities, and including toilets, kitchen, tables and chairs
6. Ensure toilets are supplied with toilet paper, soap etc. and that the kitchen is supplied with washing-up liquid, kitchen roll and any other relevant cleaning materials. Cleaning materials must be stored appropriately in the COSHH cupboard for use by trained staff, or in a high-level cupboard in the kitchen for use by hirers.
7. Check heating is set at appropriate level.
8. If required for new first-time users:
 - Meet hirer at time of their booking and inform them of operation of lighting location of fire extinguishers and emergency exits, explain kitchen and toilet facilities and any other H & S requirements, procedure for locking Hall at end of booking.
9. If required, set up chairs and tables as requested prior to a booking and put them away afterwards.
10. Using the list of activities, ensure that all expectations of the hirers will be met.
11. To check that the premises have been left in an acceptable state and report any damage or other concern to attention of Assistant Town Clerk and hirer.
12. To check and monitor the state of repair of the buildings and the functioning of its services such as heating, lighting, kitchen equipment etc., and to report any defects or issues forthwith to the Assistant Town Clerk.
13. To carry out minor day-to-day repairs or maintenance that do not require engagement of more specialist contractors
14. To test the fire alarm system on a weekly basis and to record the results of testing, and to carry out other regular, in-house fire and health and safety checks including escape routes, fire-fighting equipment, water temperatures (legionella), disturbance of areas containing asbestos, ladders etc, and record these in the fire and health and safety log.

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15. To work with contractors, enabling them entrance to buildings, discussing their findings as requested by the Assistant Clerk.
16. To monitor activities (as appropriate) in the Halls to ensure that hirers comply with the Hall's Conditions of Hire, licensing conditions and statutory requirements.
17. On a monthly basis, attend the Saturday Market and assist the Council in setting up the Saturday Market.
18. On a weekly basis, ensure that the weekly market has the signage put out and assist stall holders.
19. To attend training courses related to the post (e.g. on health and safety issues) as required.
20. To attend and contribute to the Town Council's relevant committees and working groups if required.
21. To ensure positive working relations and communication with the Halls' users and customers, with other members of the staff team, and with councillors and volunteers involved in Market Hall and other relevant matters.
22. To carry out such other tasks as may reasonably be required by the Assistant Town Clerk.

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PERSON SPECIFICATION

Skills, abilities and qualities

Commitment to maintain high standard of work, with good attention to detail

Responsibility and reliability

Ability to work on own initiative and to self-motivate

Good self-organisation and own work-time management

Good oral communication skills, and ability to get on with wide range of people

Ability to work well under pressure, and to maintain calmness in difficult situations

Ability to do minor repairs and maintenance

Understanding of health and safety practice, policy and regulation, or ability to rapidly acquire the required level of understanding

Honesty and integrity

Flexibility in working hours and times, including evening or weekend work as required