

## Person Specification

**Job Title: Caretaker**

<b>Attributes</b>	<b>Essential</b>	<b>Preferred</b>
<b>Education / Qualifications</b>	Literate and numerate  Ability to understand instructions.	
<b>Experience</b>	Previous relevant experience.	Previous experience in a similar post.
<b>Skills / Knowledge / Aptitude</b>	Ability to undertake a range of simple cleaning and maintenance tasks.  Ability to work on own initiative and make decisions.  Ability to work as member of a team.  Ability to develop good working relationships with staff, hirers, contractors etc.  Ability to communicate in writing and on the telephone.  Ability to work under pressure at times.	Knowledge of Health & Safety Regulations.
<b>Motivation</b>	Commitment to achieving high standards of cleanliness and hygiene.  Willingness to work additional hours when needed, including evenings and weekends and to ensure that lettings are serviced.  Ability to work without supervision.  Willingness to be flexible to adapt the Council's changing needs (eg to work flexibly to meet specific or emergency situations).  Willingness to undertake training if required.  Trustworthy and reliable.	
<b>Physical</b>	Ability to undertake manual work and all the physical aspects of the post.  Ability to move and use domestic and industrial type cleaning equipment (polishers, vacuum cleaners etc).	
<b>Other</b>	Availability for call-out duties (eg to respond to alarms)  Willingness to wear personal protective equipment as supplied.	