

Potton Town Council General Assistant Job Description

Job Purpose: To carry out caretaking, maintenance and groundkeeping activities for Potton Town Council.

Reporting to: Town Clerk

Health and Safety Statement: So far as is reasonably practicable, the General Assistant must ensure that safe working practices are adopted in all premises / work areas, to maintain a safe working environment for employees and service users.

Main duties and responsibilities:

- To maintain premises, grounds and council assets owned (or cared for) by the Town Council to the required standard and schedule.
- Meet hirers, explain booking conditions and check venue and lock up after event. (many of the regular hirers have their own key)
- Keep diary of bookings as supplied by the Office.
- Clean the building after use by hirers and follow a maintenance schedule. (This involves use of an industrial cleaning machine)
- Attend in case of fire alarm activation.
- Carry out periodic fire alarm tests, emergency escape lights checks and other safety checks.
- Report breakages or problems to the Office.
- To undertake repairs and maintenance, heating, lighting, and portorage, and to undertake all tasks relating to these, within acceptable standards and safe working practices, and within agreed timescales.
- To have an awareness of, and adhere to, all HSE, Council policies on health and safety, including asbestos procedures, the safe disposal of equipment, safe working practices, premises related inspections, etc.
- To have an awareness of all relevant risk assessments with regard to their areas of work, e.g. manual handling; safe use of ladders; etc., and to work in accordance with safe procedures.
- To attend health and safety and other related courses, as directed by the Town Clerk.
- To undertake health and safety monitoring as part of routine work as directed by the Town Clerk, and to identify any repairs or maintenance work or other action required. Should immediate action be required in order to reduce risk, to undertake such immediate action as appropriate.
- Draw attention of Town Clerk to any repairs and maintenance work required.
- Carry out handyperson duties in respect of minor and temporary repairs and decorating in accordance with health and safety procedures.
- To ensure that all equipment, including hand tools, are used appropriately and in accordance with safe practices, and are maintained in good working condition.
- To ensure all security measures are undertaken, including the opening of buildings (including matters concerning the intruder alarm system) at the agreed time (including for the use by hirers), and that all doors, windows, shutters, gates and other access points are secured, and that all electrical equipment, lights, are turned off, and report any malfunctions as necessary.
- Take reasonable steps to deter trespass and unauthorised parking on the site, having health and safety, and to take necessary action to deal with trespassers and those parking without authorisation, as agreed with the Town Clerk.
- To undertake all tasks with regard to litter and graffiti removal from both inside and outside the buildings.

- To undertake any relevant task to ensure access to the Community Centre and Mill Lane Pavilion in the event of bad weather is maintained, including that paths are clear of snow, ice, leaves, floodwater, etc., using appropriate equipment complying to HSE regulations.
- To replace light bulbs and fluorescent tubes as necessary, applying appropriate health and safety regulations, and that disposal is safe.
- To undertake all task relating to the delivery of equipment, furniture and materials that these are dealt with promptly and that, where necessary, items are positioned as required.
- To undertake the portorage of equipment, furniture and materials within the premises, as required.
- Meet contractors and open venue for access if necessary.
- To support the Town Clerk in the management and supervision of all contractors on site, ensuring safe work practices, conformity to health and safety requirements, and to report to the Town Clerk, any concerns.
- To undertake lettings as required and with appropriate notice.
- To conduct themselves at all times in a way that models behaviour to others and is conducive to good working relationships.
- To maintain confidentiality at all times in respect of Town Council matters and to prevent disclosure of confidential and sensitive information.
- Undertake routine maintenance of the cemetery and closed churchyard. (Including but not limited to grass cutting & stimming, shrub and flower bed maintenance, litter picking, tree work)
- Undertake all preparatory and cultivation work to maintain safe quality playing surfaces. Carry out regular inspections of council owned play equipment. Carry out basic repair work.
- Drive vehicles and equipment as required for grounds maintenance operations.
- Ensure vehicles and equipment used by self and colleagues are regularly maintained in accordance with routine operating requirements.
- Monitor the use of consumables, items and spares and make arrangements for their replenishment.
- Ensure the safe use, storage, calibration and disposal of pesticides and similar hazardous substances.
- Ensure work area is kept clean, tidy and secure at all times.
- Litter picking of Town Council open areas. Emptying of Town Council owned bins.
- Promote the Health & Safety of self and others.
- Respond to emergencies.
- Establish and maintain effective working relationships with managers and colleagues.
- Make recommendations to Town Clerk regarding improved working systems, labour and machinery utilisation.
- Dealing with members of the public and external organisations providing a high standard of service and promoting a positive image of the Town Council.
- To support occasional council events which may occur at weekends or evenings.
- To undertake any other duties of a similar level and responsibility as may be required from time to time, and at the direction of the Town Clerk.
- The job description encompasses the above statements, but the General Assistant should be willing to undertake any other tasks which the Town Clerk might reasonably require.