

Potton Town Council Caretaker Job Description

Job Purpose: To be responsible to the Town Clerk for the general upkeep and cleaning of the premises and to provide a safe, secure, clean and warm environment for all site users and visitors.

Place of work: Community Centre, Brook End and Mill Lane Pavilion.

Reporting to: Town Clerk

Health and Safety Statement: So far as is reasonably practicable, the Caretaker 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:

- 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.
- To undertake minor works, decorating and temporary repairs within acknowledged individual skill and capability, in accordance with health and safety procedures, and at the direction of the Town Clerk.
- 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.
- 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 Caretaker should be willing to undertake any other tasks which the Town Clerk might reasonably require.