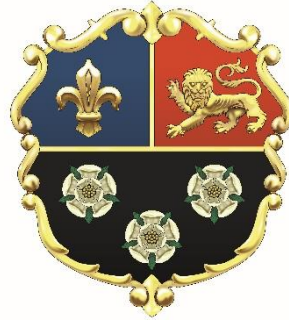


## PRESCOT TOWN COUNCIL



### JOB DESCRIPTION

<b>POST TITLE:</b>	<b>Town Hall Caretaker / Cleaner</b>
<b>GRADE:</b>	<b>SCP 1- Salary £17,364 pro rata equivalent to £9.00 ph plus accrued holiday pay for additional hours</b>
<b>HOURS:</b>	<b>Basic Contractual Hours 10 per week plus additional hours subject to service demand</b>
<b>ACCOUNTABLE TO:</b>	<b>Town Clerk &amp; Deputy Town Clerk</b>
<b>RESPONSIBLE FOR:</b>	<b>None</b>

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#### **Purpose of the Post**

To facilitate the day to day running of the Town Hall and ensure a clean and safe environment for users. To be responsible for the security of the premises and its contents. To offer a positive and welcoming service to the community and to provide groups and individuals with assistance, support or information in booking and using the facilities.

#### **Key Responsibilities**

##### **Building Management**

1. To ensure that the building is opened punctually, adequately heated and prepared for users, including the provision and arrangement of tables, chairs and other necessary equipment.
2. To act as a key holder for the site
3. To monitor the condition of the building, systems, fixtures and contents and to report any obvious defects or need for maintenance.
4. To forward any booking requests from users to the Town Council admin section in accordance with the Town Hall Booking policy.
5. To promote the Town Hall to potential users in order to maximise usage whenever appropriate.

6. Where appropriate to carry out weekly inspections of the building to ensure Health and Safety compliance using the checklist provided, Under guidance of the Town Clerk.
7. To be aware of the location of all stopcocks, gas and electricity meters.
8. To ensure that all escape routes are clear from obstruction, to assist in the operation of regular fire drills as required by Health and Safety Fire Regulations, and to ensure that all fire exit doors are operable during opening hours for the safety of the users of the Hall.
9. To maintain and update the Town Hall user handbook including a record of fire alarm tests, when necessary.
10. To ensure that all heating and lighting is switched off after building usage has ceased.
11. To ensure that the Accident Book is kept up to date.

### **Building Security**

12. To ensure the security of the premises and the testing/activation/de-activation/resetting of appropriate alarm systems.
13. To ensure that all windows, doors, shutters and gates are closed, locked and secured at the end of each day or after usage.

### **Cleanliness and Hygiene**

14. To ensure the overall cleanliness of the premises, particularly toilets and food preparation areas.
15. To ensure the safe and secure storage of cleaning agents and other potentially hazardous materials.
16. To operate cleaning equipment in a safe way in accordance with manufacturer / COSHH regulations.
17. To ensure that there is an adequate supply of soap, towels, and toilet tissue in toilet areas and that any hand drying equipment is functioning properly.
18. To clean internal glass.
19. To clean internal windows at ground level.
20. To be responsible for maintaining stocks of cleaning equipment by reporting requirements for orders to the Deputy Town Clerk.

### **General Maintenance**

21. To undertake general maintenance and minor repairs to fabric and furnishings including replacing light bulbs, small re-painting jobs (such as entrance handrails or doors), toilet seats and flushes.
22. To ensure that all electrical appliances are switched off and unplugged after use, correctly stored away and operated in accordance with Health and Safety regulations.

23. To empty internal rubbish bins daily and ensure that external refuse is stored in an appropriate manner and to support any recycling initiatives.

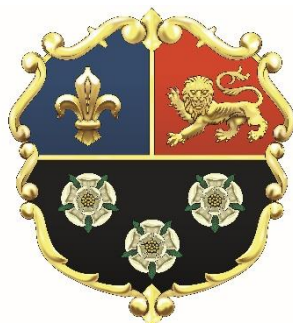
### **Grounds Maintenance**

24. To ensure that the surrounds of the building including paths, car park, flowerbeds and entrances are clean and free of litter, debris and weeds and report any obvious defects that may create a hazard.
25. To keep paths and entrances free of ice and snow (under direction from the Town Clerk).
26. Any other reasonable duties commensurate with the post and deemed appropriate by the Town Clerk.

### **Other Operational Duties**

27. To act as primary first aider on site.
28. Undertake all necessary training as determined by the Town Clerk

# PRESCOT TOWN COUNCIL



## PERSON SPECIFICATION (UPDATED NOVEMBER 2018)

### CARETAKER/CLEANER

<p><b>QUALIFICATIONS</b></p>	<ul style="list-style-type: none"> <li>• NVQ or Equivalent in Cleaning and support service (preferred but not essential as training will be provided)</li> <li>• Basic Health &amp; Safety (preferred but not essential as training will be provided.</li> <li>• Manual Handling (preferred but not essential as training will be provided)</li> <li>• First Aid Training (preferred but not essential as training will be provided)</li> </ul>	<p><b>D</b></p> <p><b>D</b></p> <p><b>D</b></p> <p><b>D</b></p>
<p><b>SKILLS</b></p>	<ul style="list-style-type: none"> <li>• Ability to take responsibility for the opening and closing of the building.</li> <li>• The ability to ensure that the cleanliness of the work place is maintained to a high standard.</li> <li>• The ability to undertake minor repairs.</li> <li>• The ability to maintain adequate stock/stores.</li> <li>• Ability to use equipment as instructed and trained.</li> <li>• Ability to inform management of any health and safety issues which could place individuals in danger.</li> </ul>	<p><b>E</b></p> <p><b>E</b></p> <p><b>E</b></p> <p><b>E</b></p> <p><b>E</b></p> <p><b>E</b></p>

	<ul style="list-style-type: none"> <li>• The ability to comply with Health and Safety requirements for duties and responsibilities</li> </ul>	<b>E</b>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Committed to public standards and enhancing community life</li> <li>• Committed to the highest standards of customer care</li> <li>• The ability to work as a member of a team</li> <li>• Ability to recognise opportunities for service development</li> <li>• Positive, flexible attitude with a proactive approach.</li> <li>• Willingness to undertake “call outs” when required.</li> </ul>	<b>E</b>  <b>E</b>  <b>E</b>  <b>E</b>  <b>E</b>

**E = Essential**

**D = Desirable**