

## ***Job Description***

<b>Post title</b>	Caretaker/Cleaner	<b>Grade</b>	B
<b>Department</b>	Operations	<b>Post ref</b>	

### **Overall job purpose**

*To provide caretaking services, primarily at the Council's community centres, but also at other Council sites throughout the Ashfield District as required.*

*To undertake general caretaking, security and janitorial duties, in order to maintain a safe and pleasant environment for service users.*

### **Reporting relationships**

**Reports to:** Facilities Officer / Facilities Assistant

**Responsible for:** N/A

### **Key tasks and responsibilities – post specific**

General caretaking and janitorial duties to facilitate the day-to-day operation and security of the community centres including:

1. General security of the building, specifically responsibility for locking, unlocking and operation of intruder alarm systems where installed. The postholder will be expected to ensure that the building is secure and that the intruder alarm is set before leaving the premises.
2. Safety of the buildings, including testing fire alarms, checking adherence to fire risk assessments and interim building inspections. Recording data as necessary and notifying maintenance and operational issues to the supervising officer.

Day to day cleaning of the premises and the immediate surrounding area.

Changing and adapting room layouts as required to suit customer booking requirements including clearance and storage of furniture after use.

To monitor and maintain the stock of consumables, cleaning materials and other sundry items for use in the operation of the property and the execution of caretaking duties.

To undertake basic maintenance tasks within the premises as required.

To safely operate and drive the vehicle provided with the post and to undertake regular basic safety checks on the vehicle in accordance with Council procedures.

To undertake deliveries of cleaning stocks and consumables, furniture and office equipment to council properties as required.

Providing cover for other members of the caretaking team in periods of sickness or leave at any of the Council's Community Centres or other property assets.

Ensuring full adherence to all current appropriate health and safety legislation and the Council's relevant policies.
The postholder will be required to work alone for the majority of the time, with recourse to more senior officers for complex problems.
The duties of the post can be physically demanding and will include lifting and rearranging furniture on a regular basis

<b>Key tasks and responsibilities – corporate</b>
<i>Operate according to the Council's corporate values and codes of behaviour.</i>
<i>Ensure at all times all Health &amp; Safety legislation requirements are met and that the Council's Health &amp; Safety Policy, its arrangements and procedures are implemented. This includes, where applicable, taking responsibility for personal health and safety and having regard to other persons affected by the performance of the duties of the post; ensuring that risk management objectives are delivered and other risk management activities effectively implemented and monitored.</i>
<i>Exercise proper care in handling, operating or safeguarding any equipment, vehicle or appliance provided, used or issued for the performance of the duties of the post.</i>
<i>Have a commitment to and understanding of the Council's approach to equality and diversity and promote and deliver fair, sensitive and quality services.</i>
<i>Comply with all relevant Council policies and procedures including financial regulations, code of conduct, HR policies / procedures, Data Protection, Freedom of Information Act and ICT Codes of Practice.</i>
<i>Adhere to relevant working practices, methods and procedures and undertake relevant training and development as required and respond positively to new and alternative ways of working.</i>
<i>Carry out any other reasonable duties and responsibilities commensurate with the grade and level of responsibility of the post.</i>
<i>Engage with digital models of service delivery and support the implementation of digital working methods.</i>
<i>Manage and / or use resources in ways that ensure value for money and supporting the commercialism agenda.</i>
<i>Demonstrate a commitment to the delivery of excellent service for all customers and service users.</i>

Employee signature			
<i>This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual post will change and existing duties may be lost and others gained without changing the general character of the duties or the level of responsibility. As a result the Council expects that this job description and person specification will be subject to revision.</i>			
Employee signature:		Date:	