

Job title:	Caretaker
Grade:	SCP 7-12
Hours:	15 hours per week
Status:	Fixed term to 31 July 2027

Job purpose

The Caretaker will ensure the safe operation and upkeep of Council's sites and facilities. The post involves caretaking duties at the Brownlow Hall and Whitegrove Community Centre.

The Caretaker will be a member of the Parish Council team and will interact with users of the council's facilities and represent and promote the work of the council at events.

This role will mainly involve work at weekends, with some weekday working. The hours will include evening working.

This role is for a fixed term until 31 July 2027.

Designation of the post and position within the council structure

The post holder will report to the Facilities Co-ordinator.

Main duties and responsibilities

Bookings and Hirers

Facilities Bookings and Management

To act as a key holder for Council's facilities and open and close facilities as required by bookings. To ensure that facilities are in an appropriate condition before and after bookings, ready for the next user. This will include ensuring facilities are clean and tidy.

To monitor, operate and maintain appropriate site security and fire systems including opening and closing buildings when necessary, checking fire escapes, buildings, facilities, and relevant routine testing as required.

To carry out routine inspections of council's facilities for safety and maintenance reporting. This will include regular inspections of Council's play parks.

To carry out basic gardening on council land to include hoeing, weeding, and ensuring areas are free of litter and leaves.

To undertake outdoor tasks including litter picking, emptying bins, clearing leaves from recreation areas, footpaths and other open spaces as required.

To provide verbal and written reports about inspections, identifying issues of concern and researching materials and equipment needed to carry out the repair.

To maintain any stock or resources relevant to the role to ensure safe use, receive delivery of supplies, furniture and parcels and ensure their correct distribution.

To carry out manual handling including the moving of furniture, setting up and clearing meeting rooms and equipment.

When required, assist with the setting up and clearing away of furniture and equipment used in connection with Parish Council events and functions.

To meet with contractors and report on work subsequently carried out to ensure it is fit for purpose and meets the agreed specification.

To ensure that appropriate health and safety measures are in place and adhered to as required, reporting issues to the line manager as appropriate.

To support the cleaning and restocking of facilities as needed.

To carry out minor maintenance work if within the capability and capacity of the postholder. To maintain, effect repairs and improvements to community buildings; outdoor facilities and play areas; and council's green spaces including the Frost Folly car park, the allotments, and other open spaces. This will include repairs, within the postholder skill set, to buildings and fixtures, painting and decoration as needed.

Events

To assist with the planning and delivery of council events as required.

Other

To undertake such other duties commensurate with the level of the post and job purpose as required by the Council from time to time.

Scope of the job (Budgetary/resource control)

The postholder will ensure resources are used correctly and ensure stocks of cleaning materials are adequately held.

PERSON SPECIFICATION		
Job title:	Caretaker	
Reports to:	Facilities Co-ordinator	
	Essential	Desirable
Education/ Qualifications		Good standard of education for example GCSE level grades A-C or equivalent.
Experience/ Understanding	<p>Dealing with customers.</p> <p>Experience of:</p> <ul style="list-style-type: none"> ▪ caretaking work ▪ general maintenance ▪ maintenance of play park equipment 	<p>Previous experience of routine building and facility maintenance including use of power tools and other powered equipment.</p> <p>carrying out risk assessments</p>
Skills/Aptitude	<ul style="list-style-type: none"> ▪ Ability to lift items safely, set up and pack down rooms, including moving furniture ▪ Ability to write basic reports about safety and repairs needed for equipment. ▪ Ability to set up and pack down rooms, including moving furniture. ▪ Good communication and interpersonal skills and able to communicate with contractors. ▪ Works safely and methodically. ▪ Self-motivated and able to work on own initiative. ▪ Able to effectively carry out general DIY skills. ▪ Ability to represent the Parish Council positively. 	<ul style="list-style-type: none"> ▪ Knowledge of Warfield parish and surrounding area. ▪ Health and safety awareness including COSHH and fire safety. ▪ Ability to use devices such as a computer or phone to research equipment or resources and write reports.
Other	<ul style="list-style-type: none"> ▪ Able to demonstrate flexibility and work weekends or evenings if required. ▪ Own transport and clean driving licence. ▪ Positive attitude to personal and professional development, willing to undertake training as required. 	<ul style="list-style-type: none"> ▪ Able to travel to, within and beyond Warfield if required.