



LISKEARD TOWN COUNCIL

Caretaker

£11.82 per hour (£22,737 per annum pro rata) 2023/24

SCP 3

25 hours per week – flexible working pattern including weekends and evenings on a rota.

Responsible to the Facilities Manager

Job Description

Main purpose of the job:

To ensure the smooth running of a variety of the Town Councils properties and facilities to required standards of cleanliness, presentation, and maintenance.

Main responsibilities and duties:

1. Preparing the Public Hall Complex for daily use, cleaning and setting up rooms, toilets, and common areas in a timely manner to customer requirements.
2. Cleaning and maintenance of other Town Council facilities, including litter picking in the parks, winding the town clock, minor repairs, etc.
3. Ensure the security of Town Council buildings and respond to call outs as required.
4. To be flexible to respond to emergencies, equipment failures etc outside of scheduled working hours.
5. Set up sound, light and AV equipment as required.
6. Responding to requests from customers, Councillors, and staff to assist in carrying out their duties by providing equipment and materials etc. as required.
7. Maintain the safety of all users by ensuring fire safety and health & safety procedures are always followed.

8. Identifying and immediately reporting to the Facilities Manager any health & safety concerns.
9. Monitoring of heating, lighting, and ventilation to ensure the comfort of customers and Town Council staff, at the same time maintaining optimum energy efficiency.
10. Assist the Facilities Manager in carrying out various tests and inspections of facilities, services, and equipment.
11. Monitor stocks of cleaning materials, consumables and equipment and advise Facilities Manager of requirements.
12. Working closely with the Facilities Manager and Facilities team to continually improve the standards and efficiency of all aspects of the Facilities portfolio.
13. To provide holiday and sickness cover for other team members as required and to assist with special events such as Civic services and Mayor Choosing.
14. To undertake training and personal development, as identified in conjunction with the Facilities Manager, and to attend meetings and briefings as required.
15. To constantly be aware of your own, and other people's health & safety and to report any concerns to the Facilities Manager or Town Clerk immediately.
16. To carry out other duties or tasks as requested by the Facilities Manager, commensurate with the post.

November 2023

Liskeard Town Council sites and premises include:

Public Hall – Council offices, large hall and meeting rooms for public hire
Guildhall (Grade II* listed) – 4 shops, an office and large studio let to local businesses
Guildhall Clock Tower
Foresters Hall (part Grade II listed) – Tourist Information Centre and museum
Westbourne carpark public conveniences
Sungirt carpark public conveniences
Dean Street ladies public conveniences
Thorn Park
Rapsons Multi-Use games Area
Various benches and small green spaces around the town