

Liskeard Town Council

Caretaker / Handy person (Scale SCP 12) £15,523 PA Pro Rata

Working pattern:

Monday to Friday – 07.00 to 13.30

Alternate Saturdays – 07.00 to 09.00
12.30 to 13.30
17.30 to 18.30
21.30 to 22.30

Average 35 hours per week plus holiday cover and additional hours as required.

Responsible to the Facilities Manager

Job Description

Main purpose of the job:

To ensure, on a day-to-day basis, the smooth running of a wide 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 and to customer requirements.
2. Set up sound, light and AV equipment as required.
3. Maintain the safety of all users by ensuring Fire Safety and Health & Safety procedures are followed at all times.
4. In conjunction with the Facilities Manager, Relief and Evening Caretakers to ensure the security of Town Council buildings at all times and respond to Alarm call outs as required.
5. Acting as team leader in conjunction with the Relief Caretaker and cleaners to achieve a high standard of cleanliness and tidiness of the interior and exterior of all the Town Councils buildings and facilities.

6. Monitoring of heating, lighting and ventilation to ensure the comfort of customers and Town Council staff, at the same time maintaining optimum energy efficiency.
7. To be 'on call' as second point of contact if duty caretaker is unavailable.
8. Responding to requests from customers, Councillors, and staff to assist in carrying out their duties by providing equipment and materials etc. as required.
9. Acting as lead Handy Person, carrying out remedial and planned maintenance of all areas of Town Council assets as directed by the Facilities Manager.
10. Acting on your own initiative to remedy minor repairs and maintenance as soon as they are identified.
11. Identifying and immediately reporting to the Facilities Manager any Health & Safety concerns.
12. Assist the Facilities Manager in carrying out various tests and inspections of facilities, services and equipment.
13. Monitor stocks of cleaning materials, consumables and equipment and advise Facilities Manager of requirements.
14. Working closely with the Facilities Manager to continually improve the standards and efficiency of all aspects of the Facilities portfolio.
15. 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.
16. To undertake training and personal development, as identified in conjunction with the Facilities Manager, and to attend meetings and briefings as required.
17. To constantly be aware of your own, and other peoples health & safety and to report any concerns to the Facilities Manager or Town Clerk immediately.
18. To carry out other duties or tasks as requested by the Facilities Manager, commensurate with the post.