

Liskeard Town Council

Evening Caretaker (Scale SCP 12) £15,523 PA Pro Rata

Working pattern:

Monday to Friday – 17.30 to 18.30
 21.00 to 23.00

Sunday – 07.00 to 09.00
 12.30 to 13.30
 17.30 to 18.30

Average 20 hours per week plus holiday cover and additional hours as required.

Responsible to the Facilities Manager

Job Description

Main purpose of the job:

To prepare the Public Hall Complex, to hirers requirements, for the evening sessions (plus all day Sunday) Cleaning as required and setting up room layouts. At the end of each sessions to put away and tidy in preparation for the morning team to take over.
Final security checks, alarm setting and locking up.

Main responsibilities and duties:

1. Preparing the Public Hall Complex, 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 and other Caretakers to ensure the security of Town Council buildings at all times and respond to Alarm call outs as required.
5. Monitoring of heating, lighting and ventilation to ensure the comfort of customers and Town Council staff, at the same time maintaining optimum energy efficiency.

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. To be 'on call' between daily shifts to deal with customers issues as they arise.
8. Acting on your own initiative to remedy minor repairs and maintenance as soon as they are identified.
9. Identifying and immediately reporting to the Facilities Manager any Health & Safety concerns.
10. 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.
11. To undertake training and personal development, as identified in conjunction with the Facilities Manager, and to attend meetings and briefings as required.
12. 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.
13. To carry out other duties or tasks as requested by the Facilities Manager, commensurate with the post.