

CRINGLEFORD PARISH COUNCIL

Part-Time Caretaker Vacancy

Cringleford Parish Council is recruiting for a caretaker to work at The Willow Centre on Willowcroft Way and The Pavilion on Oakfields Road.

The post is for 16 hours across four weeks, mainly at The Willow Centre, with opportunity for overtime. Some weeks you may do a four-hour shift, other weeks may be 8-hours with no hours the following week, but you will receive an average of 4 hours a week across the month, as a minimum.

You will be given your shifts at least three weeks in advance. The Willow Centre opens from 8am – 1am and shifts could be anywhere in that time frame, but normally weekend or evening.

During quieter periods (usually school holidays) if caretaking hours are not required at The Willow Centre then you will be asked to carry out deep cleaning at the Pavilion or litter picking on one of our open spaces.

We are looking for a self-motivated, hard working person who will ensure that the building is kept in clean and safe order and who doesn't mind working alone most of the time. The most important skill we are looking for is exemplary customer care when dealing with our customers.

Duties include cleaning, setting out rooms for hirers (including moving tables and chairs) and carrying out routine health and safety checks. You will be expected to undertake First Aid and Manual Handling training.

Pay Scale 4-6 (starting salary £9.81 to £10.21 per hour). Membership of the Norfolk Pension Fund scheme is available.

**For more details or to send your CV please contact:
Cringleford Parish Council, The Willow Centre, 1-13 Willowcroft Way,
Cringleford, Norwich, NR4 7JJ.**

Tel: 01603 250198 , Email: clerk@cringlefordpc.org.uk.

Closing date Thursday 9 December