

## CRINGLEFORD PARISH COUNCIL

### ASSISTANT CARETAKER AND CLEANER

#### JOB DESCRIPTION

#### **Job Specification: Assistant Caretaker and Cleaner**

**Grade:** Spinal Column Point 4-6

**Job Location:** The Willow Centre, Willowcroft Way, Cringleford, NR4 7JJ and the Pavilion, Oakfields Road, Cringleford, NR4 6XF.

**Hours:** Flexible working including days, evenings and weekends.

#### **Introduction**

The person appointed will be accountable to the Head Caretaker for the effective caretaking of The Willow Centre and cleaning of the Pavilion.

#### **Job Summary:**

The Assistant Caretaker and cleaner is responsible for:

- Security of building – ensuring they are locked at the end of shift.
- Fire Safety.
- General Safety.
- Tidiness of Car Park.
- Internal building cleanliness and replenishments where necessary daily.
- Layout main hall/staging with tables and chairs/audio-visual equipment and stage lighting, according to the booking diary (The Willow Centre only).
- Layout Bistro/Function Room Area as necessary (The Willow Centre only)
- Report any problems to the Head Caretaker or Parish Clerk for action.

**Responsible to:** The Assistant Caretaker will be responsible to the Head Caretaker.

#### **Duties & Responsibilities at Caretaker:**

1. Unlocking door and reset burglar alarm.
2. Check and test fire alarm and perform fire drills as required by the head Caretaker.
3. Complete security checks (fire exits/emergency lighting/extinguishers/CCTV).
4. Check building, internal and external, and car park daily. Note and report any problems to the Parish Clerk.
5. Sweep outside area and car park and remove refuse on a daily basis if required.
6. Clean internal surfaces including floors, toilets and kitchen/bar floors, work surfaces and any other surfaces where necessary daily.
7. Refill toilet rolls/soap dispensers/toilet blocks/paper towel dispensers and undertake any minor washing of tea towels, towels, etc.
8. Empty rubbish bins, inside building and outside and place in refuse bins outside. Remove bottles and cans to the Recycling Centre.
9. At the end of each booking check for any damage and report damage to the Parish Clerk without delay.

10. During the booking monitor and prevent damage to the facilities.
11. At the end of last bookings/booking of the day close premises and ensure all persons have safely left the premises. Switch off lighting, close all windows and doors, reset burglar alarm and lock all doors.
12. Accept, check and safely store all deliveries.
13. Allow access to representatives re electricity/water/gas/fire extinguishers, etc.
14. Monitor and adjust heating where necessary.
15. Attend any training courses as required.
16. Comply with all Parish Council Health & Safety policies and legislation.
17. Monitor the Council's CCTV and report any incidents to the Parish Clerk.
18. To undertake any reasonable duties that may, from time to time, be allocated by the Parish Clerk or the Head Caretaker.

**Duties & Responsibilities at Cleaner:**

1. Clean internal surfaces including floors, toilets and kitchen/bar floors, work surfaces and any other surfaces where necessary.
2. Refill toilet rolls/soap dispensers/toilet blocks/paper towel dispensers etc.
3. Empty rubbish bins inside building and tidy outside building. Remove bottles and cans to the Recycling Centre.
4. Attend any training courses as required.
5. Comply with all Parish Council Health & Safety policies and legislation.
6. To undertake any reasonable duties that may, from time to time, be allocated by the Parish Clerk or the Head Caretaker.

This job description is subject to review, at least annually at the Staff Appraisal in consultation with the post holder.

Cringleford Parish Council is an Equal Opportunities Employer.

A 'No Smoking' Policy exists at meetings, and within Parish Council buildings.