

CRINGLEFORD PARISH COUNCIL
ASSISTANT CARETAKER & CLEANER

JOB DESCRIPTION

Job Specification: Caretaker

Grade: Spinal Column 6 (£13.05per hour) (1 April 2025 pay increment pending)

Job Location: Working across the Parish Council's three buildings in Cringleford as required (The Willow Centre, The Jubilee Centre, the Pavilion).

Hours: 16 hours per week (varied days, see advert)

Introduction

The person appointed will be responsible for the effective caretaking and cleaning of Parish Council buildings.

Job Summary:

The Assistant Caretaker will be responsible for the security and cleanliness of Parish Council buildings. This will include carrying out regular building checks and reporting any issues found, the tidiness of the carpark and grounds, and cleaning the building to ensure that it is suitable for hirers. The position will also be responsible for welcoming hirers and sports groups to the buildings.

Responsible to: The Caretaker will be responsible to the Parish Clerk.

Duties & Responsibilities:

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. Welcome hirers to the buildings and assist with requests during bookings
10. At the end of each booking check for any damage and report damage to the Parish Clerk without delay.
11. During the booking monitor and prevent damage to the facilities.

12. 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.
13. Accept, check and safely store all deliveries.
14. Allow access to representatives re electricity/water/gas/fire extinguishers, etc.
15. Monitor and adjust heating where necessary.
16. Attend any training courses as required.
17. Comply with all Parish Council Health & Safety policies and legislation.
18. Monitor the Council's CCTV and report any incidents to the Parish Clerk.
19. 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.

Dated: 4 April 2025

Person Specification

Essential	Desirable
Experience in performing cleaning duties in a professional environment (using cleaning equipment and assessing the daily cleaning requirements of the building)	Experience of Caretaking
People skills – an approachable and courteous manner with building hirers and an ability to communicate with members of public	Knowledge of health and safety considerations relating to cleaning and fire safety
Ability to use own initiative to identify and prioritise tasks, and to work alone daily	First aid and Manual Handling Qualification (or a willingness to undergo training)
Basic level of education, including reading and numeracy	
A responsible attitude	