Blunsdon Parish Council

*Our Vision is to keep the Parish clean, safe and beautiful. Yours is a key role in achieving this vision. We require two caretakers to assist us in our vision. One position to start as soon as possible with the second role starting when we open the MUGA (Multi Use Game Area) in August.*

**CARETAKER x 2**

**JOB DESCRIPTION**

GENERAL INFORMATION

JOB TITLE Caretaker - 10 hours weekly and flexible to fit in with role - £13.47 per hour

DEPARTMENT Open and Indoor Parish Spaces

REPORTING TO Clerk, Cllrs Nash & Tayler

LOCATION Parish Facilities: Village Hall, Pavilion, Recreation Grounds, Play areas, Community Building & MUGA

**PURPOSE OF THE JOB**

To work effectively and on your own initiative as a member of the Parish Council staff.

You will have shared responsibility for the upkeep and general care of all Parish Facilities as above and to cover absences of other staff.

**MAIN CARETAKING RESPONSIBILITIES, TASKS AND DUTIES**

**CLEAN**

* Responsible for ensuring the premises is clean and tidy for users. To liaise with the contracted cleaner.
* Sweep yards, pick up litter and be responsible for the removal of all debris from paths, car parks, grassed areas, flowerbeds and all entrances around the Parish Facilities
* Work with Centre Users and colleagues on recycling initiatives
* To take delivery of consumables for the community premises and store them correctly.
* To be responsible for the removal of all rubbish and recycling from the Hall and when covering absences all other facilities.
* To ensure all equipment is clean and ready for use, including fixed items such as fridges and ovens. To remove & dispose of out-of-date items.
* To carry out spot litter picking in the village as and when requested.

**SAFE**

* Opening and closing of the Community Facilities as required, (including the Village Hall & MUGA when covering absence) NOTE: Further information to be provided as to how the MUGA opening and closing will operate.
* Register as one of the main points of contact in an emergency callout situation.
* To store and keep copies of keys for all Community Facilities – ensuring there are sufficient copies and purchasing new keys when required.
* Administering CCTV system if/where installed.
* To undertake training and make regular weekly checks and record findings on the playground equipment and street furniture within the Council’s remit.
* To ensure all facilities within the MUGA is maintained to manufacturer’s instructions.
* To ensure all outside lighting is working and timings for efficiency to reduce the Council’s environmental footprint.
* Test fire alarms, emergency lights and running water/showers (when appropriate) weekly. Maintain a test register at each site. (Training will be provided)
* Overall security and safety of the Community Facilities including the locking of all windows, doors, gates, check electrical equipment has been unplugged and setting alarms if appropriate.
* Compliance with COSHH regulations.
* Meet/liaise regularly with Cllrs Nash and Tayler regarding Health and Safety issues and Building Maintenance.
* Correspond and obtain permission with the Finance Officer for expenditure required which will exceed £75 in one purchase.
* To carry out minor repairs and redecoration.
* Drawing the attention of Cllrs Nash and Tayler to any repairs or maintenance work, which is beyond the competence and responsibility of Caretaking staff.
* In the absence of Cllrs Nash and Tayler, directing workmen and contractors to the sites of repair and maintenance work.
* Ensure that clear passage is maintained on fire escape routes for all buildings.
* Make safe any hazards and ensure that the area is cordoned off.
* Keep paths and entrances free of ice and snow to ensure the safety of all Community facilities for users and colleagues.
* Regular check of roofs for pooling, debris, plant growth etc.
* General porterage duties and moving of furniture.
* Assisting Colleagues with simple tasks as requested.
* Checking damage/security on arrival at the premises and reporting back to the Council.
* Lettings as required - opening, closing, general duties and to include direct liaison to arrange viewings with potential bookings
* To take regular monthly meter reads for the Finance Officer.
* To manage the Council’s energy efficiency initiatives to support environmental sustainability and help lower the Council’s carbon footprint – ensuring heating and lighting are only used when required.

**BEAUTIFUL**

* Preparation of meeting rooms for functions as required e.g set out tables and chairs ready for meetings/parties.
* Straightening furniture and general tidying up of designated areas ensuring tables and chairs are clean and have been stacked correctly and safely following events.
* Receive and check goods and supplies and take them to the appropriate place for storage.
* Ensure that all refuse is disposed of promptly and stored away from the main building & recyclable materials are in the correct bins.
* Ensuring that external rubbish is stored appropriately.
* Regularly check and clean signage, noticeboards and external lights.
* Keep all hard surfaces free of moss and weeds around your areas of responsibility
* Disinfect drains and dustbins regularly.

**SUPERVISION OF PEOPLE**

There are no day-to-day supervision of people requirements relating to this role.

**RESOURCES**

Ensure you have access to all tools and PPE clothing required to carry out your activities. If not contact Parish Clerk for authority to purchase.

**CONTACTS AND RELATIONSHIPS**

The Clerk to the Council, direct Cllrs & Tayler supervision, and the Chairman of the Council. Finance Officer for spending.

First line of contact for members of the public for issues in respect to maintenance or use of the building.

**Other duties**

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Equal Opportunities**

The post holder is required to carry out their duties in accordance with the Council’s Equal Opportunities policies.

**Health and Safety**

The post holder is required to carry out their duties in accordance with the Council’s Health and Safety policies.