

Job Profile

Caretaker



## JOB DESCRIPTION – CARETAKER PENISTONE TOWN COUNCIL

### Overall Responsibilities

The Caretaker is responsible or:

- Maintaining clean, safe and secure community premises, which includes buildings and grounds also belonging to the Town Council and at other sites, including the opening and locking up of premises as required.
- Carrying out cleaning, handy person activities, routine maintenance and refurbishment, portorage, and minor repairs.
- Promoting health and safety around the premises.

### Specific Responsibilities

#### **General duties**

1. Carry out portorage duties, such as moving furniture and equipment around the community and resource centre. Maintain the general town council premises, furniture and fittings, and report any issues to the Clerk.
2. Carry out small repairs and DIY projects.
3. Assist in the delivery of larger repair projects and supervision of Contractors.
4. Carry out daily cleaning and ad-hoc duties, such as litter picking and arranging the disposal of waste. Carry out emergency cleaning duties, such as gritting and cleaning up spillages.
5. Take responsibility of the maintenance of cleaning tools and products, including arranging replacements and ensuring good stock levels.
6. To be responsible for the setting of heating systems.
7. To be responsible for the cleaning of the Community Centre, resource centre, public toilets and bus shelter.

#### **Security**

8. Maintain the security of the town council premises as the main key holder.
9. Lock and unlock the premises as required, including out of hours when necessary.
10. Check at the end of the day that all windows, doors and gates are locked, lights switched off, and gas and electrical appliances are turned off
11. Set and check security and fire alarm systems, report any potential security breaches, and respond to any alarms or other call-outs following agreed procedures.
12. Carry out regular checks of CCTV and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned.
13. Advise the Clerk on all matters relating to the Town Council security and safety

#### **Health and safety**

14. Ensure a safe working and learning environment in accordance with relevant legislation.
15. Carry out and record regular health and safety checks, including on legionella risk, fire-fighting

equipment, asbestos, access ramps and equipment, external lighting and any hazards on the premises; report any problems to the Clerk.

16. Assist with the regular updates and reviews of site risk assessments.
17. To ensure that all town council assets are clear of debris and maintained to safe standard for public use. To maintain regular site visits to the town council assets to assess any repairs or damage.
18. Provide safe access to the premises in cold weather conditions.
19. To ensure that all entrances and car parks are clear of debris and safe, ensuring the removal of litter and weeds.
20. To ensure that the yard and entrances to the cinemas are kept tidy.
21. To undertake minor maintenance on all town council assets as and when required.
22. To maintain the grounds of the community centre.

### **Responsibilities**

23. Comply with all Town Council policies and procedures relating to health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person.
24. Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the Town Council working environment.
25. Establish constructive relationships and communication with all staff, councillors, facility users, and other agencies/professionals.
26. Recognise own strengths and areas of expertise and use these to advise and support others.
27. Participate in training and other learning activities and performance development as required.
28. Provide caretaking services for other sites within the Town Council area.
29. To undertake any duties that are commensurate with the role as instructed by the Clerk to the Council.

## Person Profile

<b>1. Educational qualifications</b>	<ul style="list-style-type: none"><li>• Willingness to attend recommended training programmes for their own professional development and in relation to the role.</li><li>• Basic literacy and numeracy skills</li><li>• Any qualifications in relation to the post i.e health and safety qualifications, first aid qualifications.</li></ul>
<b>2. Work experience</b>	<ul style="list-style-type: none"><li>• Caretaking</li><li>• Building maintenance</li><li>• Security , including alarm systems</li><li>• Cleaning work</li><li>• Some DIY</li><li>• Working in a team</li><li>• Working with contractors</li><li>• Maintenance work and small repairs</li></ul>
<b>3. Skills and knowledge</b>	<ul style="list-style-type: none"><li>• Good knowledge of health and safety regulations</li><li>• Ability to work flexibly, independently and as part of a team</li><li>• Basic DIY skills</li><li>• Ability to plan, organise and prioritise</li></ul>
<b>4. Personal qualities</b>	<ul style="list-style-type: none"><li>• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the Town Council</li><li>• Ability to work under pressure and prioritise effectively</li><li>• Commitment to maintaining confidentiality at all times</li><li>• Commitment to equality</li><li>• Embraces change well</li><li>• Deals with difficult situations effectively</li><li>• Able to work flexibly and out of hours as required</li></ul>
<b>5. Physical requirement</b>	<ul style="list-style-type: none"><li>• Be reasonably fit to carry out the duties of the job</li><li>• Able to carry out some manual handling and lifting</li><li>• Able to carry out work at medium levels using appropriate equipment</li></ul>

## 6. Statements Applicable to all Jobs

**All duties and responsibilities** should be carried out in accordance with agreed Council policy and procedures, in particular those relating to: Health and Safety; Equal Opportunities; Risk Management; Data Protection; Equality and Diversity and Financial Regulations.

**The job profile** is an outline only and may vary from time to time without changing the character of the job or level of responsibility. The post holder must be flexible to meet the operational needs of the Council.

**The person profile** covers key areas of competence and methods of assessment other than interview may be used (as appropriate to the job) to assess what a candidate can do and how they act in a specific area or situation. These may include ability test; work-related task; occupational personality questionnaire and presentation. Where this is the case, shortlisted candidates will receive details in advance of the selection process.

**The Employee Competencies** outlined in the person profile are the minimum standards of behaviours required for working at the Council in any post and are assessed as part of the selection process. *They are not required to be addressed in the application form.*

**This job and person profile** has been prepared in accordance with the requirements of the Council's Equality and Diversity Policy. We undertake to make any "reasonable adjustments" to a job or workplace to counteract any disadvantages applicants may have.