

Job Description

SERVICE DELIVERY GENERAL ASSISTANT

Hours:	30 hours per week variable as required over 7days.
NJC scale:	SP 7-9
Responsible to:	Services Superintendent
Purpose of job:	To clean, repair and maintain all Town Council grounds, properties and facilities.

TASKS.

1. Undertake maintenance, repairs and cleaning as directed of all grounds, property and facilities including emptying bins and placing refuse out for collection.
2. To provide a daily cleaning service as detailed in the cleaning schedule.
3. To provide a full and comprehensive deep cleaning service to all areas as required.
4. Ensure cleaning is programmed to take place at appropriate times outside of staff and public use of toilets, premises and public areas.
5. To observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants, contractors and manufacturers are adhered to.
6. To be responsible for security of premises, including safe custody of keys and setting of security alarm.
7. To monitor and report stock levels of consumable items such as fuel, grit, toiletries, light, bulbs/tubes and arrange to replenish supplies in accordance with current procedures and COSHH regulations.
8. To report emergencies in the case of faults with gas, electric and water supply to a Line Manger or where not immediately available the Senior Member of Staff or regular contractors.
9. To liaise with personnel visiting any site such as service providers/contractors and ensure their health and safety compliance.
10. To comply with the requirements of Health and Safety other relevant legislation and STC policies.
11. Monitor and maintain the fabric and equipment of Town Council property as directed or as agreed with a Line Manager.

12. To undertake handypersons duties and repairs as directed by a Line Manager to council property and equipment.
13. To be responsible for ensuring clear and safe pedestrian access to STC buildings, grounds and facilities in adverse weather conditions (e.g. clearing snow, gritting etc.)
14. To provide absence cover for staff and provide relief cover for staff at all STC sites, grounds or premises as required.
15. Checking of the Waterside and Pontoon including the collection of mooring fees.
16. To work in accordance with the Town Council's policies and procedures.
17. To undertake training in line with the Health and Safety at Work Act 1974 and any other training as considered appropriate.
18. This document, whilst outlining the duties which it is anticipated will be undertaken by the post holder indicates mainly the level of responsibility. It is not a comprehensive and exhaustive list and the duties may be varied at time to time by the Council.
19. Saltash Town Council has an ongoing commitment to the development of its staff. To facilitate this, staff will be encouraged to update their skills and competencies as and when required.