

## ***Job Description***

### **CASUAL CARETAKER**

Hours: Casual employment, as required, without fixed or guaranteed hours. Hours can include weekends, evenings and early starts.

NJC scale: 5 - 6

Responsible to: Services Delivery Manager and Assistant Service Delivery Manager.

Purpose of job: To provide a halls caretaking service.

#### Duties:

1. Move furniture and prepare rooms for hire (taking account of the requirements of fire regulations and the entertainments licence) in accordance with the booking form.
2. Ensure that all fire exits are free from obstruction at all times and all fire doors are closed.
3. Provide refreshments as requested for the room user / hirer of the Saltash Town Council's premises.
4. To de-set the room furniture at the end of room use, clean the rooms, washing up and putting away crockery & cutlery.
5. Fly flags as required on the Flag Poles at the Guild Hall, Brunel Bust and the Library.
6. To place notices on all Town Council Notice Boards (currently seven) as required.
7. Unlock and secure premises, including safe custody of keys, and setting security alarm.
8. Undertake minor repairs and cleaning including emptying bins, placing refuse out for collection.
9. In conjunction with all Saltash Town Council staff, be responsible for overseeing room / premises bookings and events, if necessary.
10. To undertake cleaning as directed of all grounds, property and facilities including emptying bins, public toilets and placing refuse out for collection.
11. To provide absence cover for staff as may be required from time to time.
12. To attend relevant training as required.
13. To work in accordance with the new General Data Protection Regulations, Town Council's policies and procedures.
14. To undertake such duties as may arise from time to time commensurate with the position.
15. To wear the correct uniform provided by Saltash Town Council.

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 list, and the duties may be varied at time to time by the Council.

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.