

## **CASUAL CARETAKER– JOB DESCRIPTION**

Hours:	Zero hours: Variable Monday to Sunday. Specific days and times will vary depending on operational needs.
NJC scale:	5 - 6 (Hourly pay)
Responsible to:	Operations Manager / Responsible Finance Officer
Place of Work:	Various Town Council locations

### **JOB PURPOSE**

Responsible for ensuring the cleanliness, room setups, safety, and general upkeep of Town Council-owned buildings and facilities.

This role supports the smooth operation of events, meetings, and daily activities by providing flexible assistance with setting up rooms, minor maintenance tasks, and securing premises.

Maintaining a welcoming and well-maintained environment for staff, visitors, and the community.

### **RESPONSIBILITIES**

1. Responsible for the security of the premises, including the safe custody of building and safe keys, and the activation or deactivation of security alarms as required.
2. Provide general caretaking support for public and Council room bookings, ensuring facilities are prepared, clean, and appropriately set up for scheduled use.
3. Responsible for setting up tables, chairs, and other equipment for various room bookings within Town Council buildings, including those scheduled during evenings and weekends outside of standard working hours.
4. Ensure all fire exits remain clear of obstructions and that fire doors are kept closed at all times, in accordance with health and safety regulations.
5. Provide refreshments for Council meetings and room bookings when required, ensuring appropriate setup and presentation.
6. Responsible for placing posters and Council information on Town Council notice boards, ensuring materials are current, relevant, and attractively displayed to effectively communicate with the public. Notice boards should be kept tidy, cleaned and well-organised to maintain a professional and welcoming appearance.
7. Assist with the delivery and support of town events throughout the year, contributing to their smooth operation and helping to create a positive experience for attendees.
8. Report any damage, required repairs, or items needing further attention to the Operations Manager promptly, to ensure timely maintenance and the continued safety and usability of Council facilities.

9. Undertake cleaning duties as directed, including emptying waste bins and placing refuse out for collection, to maintain a clean and hygienic environment across Council facilities.
10. To work in accordance with the Town Council Policies and procedures.
11. To understand and adhere to the Town Council Risk Assessments.
12. To attend relevant training to update your skills and competencies (as and when required) to continue to develop in the role.
13. To work in collaboration with colleagues across the Town Council departments to ensure effective communication of plans and progress.
14. To be an advocate for the Town Council business plan.
15. Contribute to the Town Council business plan for both the implementation of the current plan and progress the development for the town's business plan for the future.
16. Undertake other delegated duties appropriate to the grading of the post.
17. This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform.
18. The job description will be reviewed annually by the Operations Manager as necessary and may be changed in the light of experience and in consultation with the post-holder.