

**BRIDGNORTH TOWN COUNCIL
JOB DESCRIPTION**

Job Title: Caretaker – Part Time (Temporary Contract)

Responsible to: Outdoor and Property Manager

Salary: Meets national minimum wage

Hours of Work: Monday to Sunday including evenings and weekends – Approximately 20 hours per week, with the likelihood of additional hours

Place of Work: Primarily, Bridgnorth Community Hall, Severn Street

The Caretaker is responsible for a wide range of duties and responsibilities connected with the Community Hall and other properties for which the Council has responsibility.

Flexible working is required and this role will involve lone working.

Responsibilities:

Cleaning

1. Daily cleaning and upkeep of the building including but not limited to, vacuuming, cleaning toilets, mopping floors, cleaning glass, dusting.
2. Ensuring external areas are presentable i.e. litter removal.
3. Ensuring appropriate storage of cleaning materials and equipment.

Security and Associated Duties

1. Key Holder Responsibilities: Opening and closing of premises for bookings, including gates, doors, windows, fire exits etc., for the purpose of client use, letting maintenance and emergency services.
2. Regularly checking the proper operation and function of alarms and fire equipment and ensuring emergency exits are not obstructed.
3. Liaising as necessary with the emergency services, including calling out of emergency services as required.
4. Reporting acts of vandalism to the Supervisor and/or Police as necessary.
5. Be the first point of contact in an emergency, responding to, and resetting of, the building alarm, liaising with the police and alarm company out of hours as needed.
6. Overall security of the premises including the locking of all windows and doors

Hire

1. Complying with instructions concerning hire procedures and carrying out as per hire agreement.
2. Where requested by the Town Clerk, be on site during the course of a hire to:
 - give any assistance to the hirer of the facilities hired
 - ensure that functions are conducted in an orderly manner and the behaviour of the hirer is not detrimental to the site or facilities
 - ensure that, where appropriate, the requirements of the Licensing Justices are met during the letting
 - carry out as required any necessary cleaning of areas within the letting agreement

Furniture Moving

1. Move such items of furniture as required, with due regard to current Health and Safety and Lifting and Handling Regulations.

Internal & External Maintenance

1. Report any defects of building, furniture, fittings and equipment to the Outdoors and Properties Manager
2. Regularly check both internally and externally for any potential danger to staff or visitors and report immediately to the Town Clerk.

Other duties

1. To provide holiday cover and cover in periods of absence as required for the following:
 - Opening and closing of Castle Hall, West Castle Street for bookings
 - Opening and closing of the Town Hall, High Street for bookings including weddings
 - Be responsible for closing/locking the park gates to Castle Grounds, Monday – Friday, ensuring that the park is empty of visitors.
 - Opening and closing/locking the park gates to Castle Grounds, Saturday and Sunday, ensuring that the park is empty of visitors.
2. To support Town Council events as required.
3. Other duties commensurate with the grading of the post