



SOMPTING PARISH COUNCIL

CARETAKER / CLEANER JOB DESCRIPTION

Location: Harriet Johnson Centre / offices of Parish Council

Times of work: 20 hours per week. To include morning, daytime, some evening and weekend work.

Working times: 8am to 11am (3 hours). As required at last booking (1 hour). It is expected that the post holder will adjust the working hours to suit workload.

Rate of pay: From 1st April 2019 £8.21per hour - subject to annual review and satisfactory performance.

Annual Leave: To be discussed and agreed subject to agreed hours of work

THIS POST WIL BE CONSIDERED AS ONE POSTHOLDER OR JOB SHARE BUT TO COVER FOR LEAVE ETC OF OTHER POST HOLDER

JOB TITLE: Caretaker / cleaner

ACCOUNTABLE TO: Parish Clerk

REPORTING TO: Centre Manager for day to day line management or in their absence, the Assistant Parish Clerk

Key Responsibilities:

1. To provide an effective caretaking / cleaning service to the Council's Harriet Johnson Centre and council offices; and the public conveniences on Sompting Recreation Ground.
2. To inspect maintenance complaints, carry out minor repairs, act on emergency calls, make routine inspections and report any defects.
3. To report any defects beyond general maintenance level to the Centre Manager for action.
4. To be a contact for the Parish Council and Centre for residents and users especially on maintenance issues.

Cont. over

DUTIES:

The following are duties to be undertaken by the post holder during the year. It is expected that the post holder will organise his/her workload with the Centre Manager on a week to week basis. When reporting defects that require work beyond general maintenance, this is to be notified to the Centre Manager / Assistant Parish Clerk for their action.

The work undertaken at the recreation toilets will only occur between April and September each year.

The post holder is to undertake general maintenance and repair work but if the work required is beyond general maintenance this is to be reported to either Centre Manager or Assistant Parish Clerk for their action. The post holder will be the Council's emergency contact for the Harriet Johnson Centre and recreation ground toilets. (A mobile phone will be issued)

CENTRE AND OFFICES

Main hall, small hall, back room, Harriet Johnson meeting room, council offices

1. Opening of centre and front gates as required and securing both after last booking.
2. To keep the all facilities clean, safe and adequately equipped before each letting, as listed in booking diary.
3. To ensure all external doors are locked, that all internal fire doors are shut and that all lights, heaters and equipment are off after each meeting/booking.
4. A Health and Safety check is undertaken at the commencement of each working day with a record maintained for inspection.
5. After bookings especially at weekend – check for damage and report to Centre Manager.
6. To be responsible for advising the Centre Manager of any routine consumables and cleaning/maintenance materials needed.
7. To clear rooms at end of bookings, stack tables and chairs in storage room unless required for further bookings.
8. Check operation of gas/electric room heaters, fire alarm and emergency lighting.
9. Assist staff to prepare rooms for exhibitions, committee meetings etc.

RECREATION GROUND TOILETS

10. Open and lock the gates to the recreation toilets daily between April and September – hours to be advised.

11. Check operation, repair and clean toilets, urinals, floors, lights, doors, water heaters, window ledges, tiles
12. Replenish washroom supplies.

CENTRE EXTERNAL

1. Ensure that the car park, front and rear gardens, paved areas and paths are clear from rubbish, weeds etc and safe for access and use. Test operation of emergency and flood lights, gate padlocks.
2. Ensure that the bin area is clean and safe for access and use.
3. Maintain windows, doors paintwork and furniture as required
4. Clear out downpipes, gutters and gullies.

This list is not exhaustive and other duties may be allocated as necessary. It is expected that the person appointed will work on their own initiative.

GENERAL

The post holder is expected to be a part of the parish council staff team and attend staff / council meetings when required. There will be a three month probation period and the appointment to this position will be subject to a criminal record check and acceptable references.

February 2019