



# **WHITWICK PARISH COUNCIL**

## **CARETAKER JOB DESCRIPTION**

### **JOB TITLE:**

CARETAKER (part time job share with existing employee)

### **RATE OF PAY:**

NJC SCALE POINT 6 (£13.05p per hour) LC1 Scale Range - £25,183 equivalent annual FT (37hrs) salary.

### **HOURS:**

ONE HOUR PAID FOR EACH BOOKING, PLUS CLEANING HOURS. Average hours per week 8-10hrs

### **JOB DESCRIPTION:**

The Caretaker will report to the Parish Clerk.

To be available for all bookings at Whitwick Park Hall from Monday to Sunday on an alternative week-on, week-off basis.

To be jointly responsible for the cleanliness and security of Whitwick Park Hall, including its exterior and its contents.

#### **Duties include:**

1. Unlocking the Hall 15 minutes prior to booking and preparing the building for the hirer, including setting up furniture so that lettings can proceed without disruption.
2. Attend at the end of the hire period, tidy and make secure the building, keeping records as appropriate.
3. Clean all communal areas – toilets, entrance hall, kitchen area and main hall.
4. Ensure the outside of the building and car park area is clean and tidy, reporting any issues.
5. Carry out viewings with hirers when requested.
6. Liaise with hirers re bookings and equipment.
7. Carry the caretaker mobile with you whilst on duty.
8. Comply with health and safety legislation. Undertake monthly and weekly health and safety checks.
9. Working with the Parish Clerk, develop and maintain inspection records (fire extinguishers, emergency lighting, smoke alarms, etc).
10. To ensure that any equipment is in a safe condition, informing the Community Office of any repair work that is required.
11. Maintain a time sheet
12. Maintain and monitor stock and equipment
13. Operate the heating system, any kitchen appliances, security lighting, etc
14. To carry out maintenance work as necessary including
  - Replacing light bulbs, shades, tubes etc
  - General repairs
  - Painting
  - Removing waste

15. Supervise any tradesmen carrying out work on the premises.
16. Deal with, and make safe where possible, any emergencies or act of vandalism as appropriate. Call and liaise with Emergency Services if required.
17. Lock the Park gates at closing time if required.
18. Provide sickness and holiday cover for your job-share colleague.
19. To undertake training, as required.
20. Attend team meetings, as required.
21. Comply with Parish Council policies and procedures.
22. Any other duties as appropriate and by agreement.