



# NELSON TOWN COUNCIL

## JOB DESCRIPTION

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<b>POST TITLE:</b>	Facilities Caretaker
<b>GRADE:</b>	NJC Scale Point 9 is currently £8.70 per hour. (£16,755 pro-rata)
<b>RESPONSIBLE TO:</b>	Town Clerk
<b>MAIN PURPOSE OF JOB:</b>	To provide a caretaking service to the Civic Centre, to encompass maintenance, cleaning supervision, security, minor repairs and additional duties as and when required.
<b>STANDARD HOURS:</b>	20 Hours (Variable) to cover hours from Monday to Friday. To cover weekends as and when required in the absence of the weekend caretaker
<b>JOB PURPOSE:</b>	To provide a caretaker and customer care service to ensure the smooth running of the Unity Well Being Centre

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### **DUTIES AND RESPONSIBILITIES:**

All duties and responsibilities will be carried out with strict regard for Health & Safety regulations, the Town Councils rules, regulations and policies in force.

This job description sets out the main duties of the post. Such duties may vary from time to time, without changing the general character of the post, or the level of responsibility entailed.

#### **1. Customer Service**

- Dealing with general queries by phone or from visitors to the Unity Well Being Centre.
- Meeting with hirers, showing them around the building and explaining of booking conditions including health and safety
- To be available to provide general assistance to hirers when they are loading and unloading to / from the Unity Well Being Centre.
- Helping members of the public who contact the Town Council.
- Meet contractors and open venue for access if necessary
- To take pride in your work and apply customer care behaviour skills in all aspects of your work.

#### **2. Facilities Management**

- Setting up and clearing away of meeting and function rooms, to include lifting and moving of tables, chairs and other items of furniture.
- Checking of equipment hired before and at the end of each hiring session.
- Routine checks of all areas of the Unity Centre before, during and after use.

- To clear blockages, remove foreign matter from sinks, toilets, drains, kitchen taps etc and clean up spillages as required.
- To empty internal rubbish bins at the end of each shift, ensuring it is securely placed in the building's external collection point.
- To ensure that a clear passage is maintained on fire escape routes.
- General cleaning tasks to include:
  - Mopping of floors.
  - Polishing.
  - Cleaning of carpets and vacuuming.
  - Cleaning of kitchen and kitchen equipment.
  - Sweeping of inside floors and paved areas outside of building
  - Replenishment of toiletries and cleaning of toilets.
  - Other general cleaning tasks as required within the scope of cleaning duties

### **3. Building Compliance & General Maintenance**

- To carry out any out minor works of repair and maintenance within your capability, such as changing light bulbs and unblocking drains within the scope of a competent handy-person.
- To ensure the building is in proper working order and to report any necessary repairs to the Town Clerk.
- Routine checks, inspections to include firing of all heating installations, monitoring usage and promoting energy conservation.
- To test the fire alarm on a weekly basis in accordance with the Councils policy. Checks on Fire Exit and Route, Fire Door, First Aid Boxes, Fire Fighting Equipment (extinguishers, blankets and Evacu chairs), Ladder Inspection and Emergency Lighting in accordance with health and safety standards.
- To co-ordinate the fire safety evacuation procedure in line with the Councils policy. Ensuring the building is compliant with regulations eg gas certificate, lift compliancy, DDA compliant, plant room – servicing of pressure vessels etc
- Take appropriate remedial action and report working practices of usage conditions that may contravene the requirement of the Health and Safety at Work Act 1974 and the Fire Precautions Regulations. Complete work records and other documentation as required by the Town Clerk.
- To have an awareness of all relevant risk assessments with regard to their areas of work, e.g. manual handling; safe use of ladders; etc., and to work in accordance with safe procedures.
- Clean and/or apply rock-salt as necessary in snowy and icy conditions paying careful attention to pathways and steps

### **4. Security**

- To ensure that the Unity Well Being Centre is empty, secured and locked at the end of the final session each day.
- Responsible for both the internal and external keys to the building and to ensure compliance of the building security policy
- To remain on site as required, unless for emergency evacuation of building.
- Responding to any emergency call outs that require a presence within the Unity Centre
- To ensure that all reasonable steps have been taken to prevent access to unauthorised or undesirable persons.

### **5. Emergency Assistance**

- In the absence of the Town Clerk, to lead the Town Hall's response to an emergency situation.
- To report emergencies in the case of faults with gas, electric and water supply to the

Town Clerk, or where not immediately available the Chairman of the Unity Well Being Committee/Chair of the Council or service supplier/emergency services.

- To provide first aid assistance to hirers and visitors in the event of a medical / health emergency.
- To call the emergency services, if required, to respond to an urgent situation.
- To report all accidents, incidents or defects to the Town Clerk using the stationery provided.

## **6. General**

- To carry out any other reasonable duty instructed by the Town Clerk in support of the function of the Unity Well Being Centre
- Attending training courses or seminars as required by the Council to assist in fulfilment of role.
- To attend health and safety and other related courses, as directed by the Town Clerk.
- To carry out any other reasonable duties within the overall function of the job commensurate with the level of the post.
- To maintain confidentiality at all times in respect of Town Council matters and to prevent disclosure of confidential and sensitive information
- Working overtime as reasonable requested by management in line with the needs of the Town Council