

# Heybridge Parish Council

## Job Description

**Job title: Day/Evening/Weekend Caretaker**

### **Main Purpose of Job:**

To ensure the smooth running of Plantation Hall, King George V playing fields, especially the security, accessibility and cleanliness of Plantation Hall.

### **Key tasks:**

- To ensure the Plantation Hall is ready, safety checked and set up as per the requirements specified on the hiring agreement and to secure and lock the premises after the hire
- To care and maintain the Plantation Hall furniture, fittings and equipment to ensure a satisfactory physical environmental for the hirer
- To cooperate and work effectively with others to maintain the security, cleanliness and accessibility of Plantation Hall, King George V playing fields
- To greet hirers on arrival at the Plantation Hall and support them to ensure their needs are met
- To liaise with hirers at the end of the hire, ensuring the premises are left clean and tidy in readiness for the next session hire and the Hall is secured
- To report to the Clerk any unresolved issues relating to the hire
- To be responsible for regular premises maintenance duties at Plantation Hall, such as lighting, fire alarms, setting up and clearing away, items requiring replacement and to report to the Clerk on stock replenishment requirements
- To undertake regular cleaning duties as specified in the cleaning schedule.
- To comply with Health & Safety practices in accordance with Parish Council policy and HSE guidance and legislation and to take reasonable care for own Health and Safety, for colleagues and members of the public
- To liaise with caretaking team members and the Clerk to ensure smooth handover of hirings, cover during illness/holidays etc
- To ensure all regular checks are carried out and logged to comply with legislation/best practice
- To undertake regular checks on the premises and report any maintenance issues or damage to the Clerk

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Therefore there is the expectation that you will carry out any other

reasonable duties or requests from the Clerk, that are in keeping with this post or as may be determined from time to time by members of the Parish Council.

**Person Specification**

- Clear and confident communicator and to engage effectively with members of the public in an appropriate manner
- Flexible, adaptable and positive approach to work
- Ability to work under pressure
- Ability to work on own initiative, pre-empting and analysing problems
- Ability to anticipate and understand customers needs
- Ability to able to make prompt decisions without reference to others
- Ability to cooperate and engage with team members in the caretaking team and form effective and professional working relationships
- Enthusiastic and motivated approach to the services provided by the Parish Council
- Must hold a full driving license and have access to a vehicle