**LITTLEHAMPTON TOWN COUNCIL**

**Job Description**

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| **DEPARTMENT:** | Amenity & Caretaking Team |
| **LOCATION:** | Southfields Jubilee Centre, Littlehampton |
| **JOB TITLE:** | Caretaker/Cleaner |
| **GRADE:**  | NJC Scale 2-3 SPC 4-6 |
| **RESPONSIBLE TO:** | Amenity Team Coordinator |

**MAIN PURPOSE OF THE ROLE:**

Caretaking, cleaning and locking up of the Southfields Jubilee Centre.

**Key Tasks**

1. Following the final hire session of the day walk through the Centre to ensure all windows and exits are locked and secure. Ensure that all taps and lights are turned off. Check that nobody is left in the building. Close and alarm the centre – times will vary.

2. To walk around the exterior perimeter of the building to ensure that all doors are secure. Close and lock the car park gate.

3. To maintain all offices, halls, kitchens and toilets in a clean and tidy condition.

4. To maintain stocks of cleaning equipment through the Caretaker Supervisor.

5. To keep the courtyard free from dirt, litter and weeds.

6. Empty the smoking bin at the front of the building.

7. To remove any bags of rubbish from the building and dispose of at Unit 6F, Lineside.

8. Clean glass front doors and courtyard windows/doors.

9. To provide cover when and where possible for other members of the cleaning/caretaking team at various locations.

10. To maintain Town Council notice boards, ensuring they are kept up to date with relevant information supplied.

11. To ensure that all health and safety requirements are followed. Complete routine safety checks.

12. To report to the Amenity Team Coordinator, all necessary items for repair and any maintenance requirements of the building.

13. To be available for call outs by hirers using the Centre during the evenings.

14. To assist with refreshments for meetings and room bookings as appropriate.

15. To set up and clear away furniture and equipment for hirers as required.

16. To act as key holder for Town Council properties and land as required.

17. To comply with the Town Council’s Health & Safety Policy at all times.

18. Apply consistently the principles of Equal Opportunities, as embodied in the Town Council’s policies and practices throughout the duties outlined.

19. To undertake available training opportunities identified through appraisal and supervision and show a commitment to continuous development, to maximise your potential and ensure the efficient and effective delivery of Town Council services.

20. To undertake any other tasks commensurate with the grading of the post, as required by the manager/supervisor or the Town Clerk, ensuring that all duties undertaken are done so in accordance with Council policies, practices, procedures and standards.

This job description sets out the duties of the post at the time when it was drawn up.  Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed.  Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

**LITTLEHAMPTON TOWN COUNCIL**

**Person Specification**

Post Title: Caretaker / Cleaner

Location: Littlehampton

Grade: NJC Scale 2-3 SCP 4-6

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|  | **Essential Criteria** | **Desirable Criteria** | **Method of Assessment/****Source of Information** |
| **Key Skills & Abilities** | * Good working knowledge of cleaning premises
* Understanding of Health and Safety
* Organised and logical approach to tasks
* Flexible approach to working hours
 | * Knowledge of working at height regulations
* Knowledge of COSHH
* Full driving licence
 | Application form/Interview/Reference |
| **Personal Attributes** | * Excellent interpersonal skills
* Ability to take instruction and to work on own initiative
* Ability to records details clearly
* Willingness to take on a range of tasks as required
* Customer focused
* Flexible and self-motivated approach to work
* A positive approach to problem solving
 |  | Application form/Interview |
| **Date (drawn up): 29.06.23****Reference of Officer(s) drawing up person specification : JS & ZG** |