**JOB DESCRIPTION**

**JOB TITLE:** Caretaker/Cleaner

**HOURS:** Part time 15.5 hours per week –Start and finish times vary according to the needs of hirers. Early mornings, evenings and weekend working as well as split shifts.

 **RESPONSIBLE TO**: Caretaker Supervisor

**PRINCIPAL DUTIES**: The caretaking, cleaning and locking up of the Southfields Jubilee Centre.

**RESPONSIBILITIES**

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.

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 Caretaker Supervisor or 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.

15. To undertake any other duties that may be required by the Town Clerk from time to time appropriate to the grade and designation of the post.

**LITTLEHAMPTON TOWN COUNCIL**

**CARETAKER/CLEANER SOUTHFIELDS JUBILEE CENTRE**

**PERSON SPECIFICATION**

**ESSENTIAL SKILLS**

Good working knowledge of cleaning premises

Understanding of Health and Safety

Organised and logical approach to tasks

Flexible approach to working hours

**DESIRABLE SKILLS**

Knowledge of the working at height regulations

Knowledge of COSHH

Full Driving Licence

**PERSONAL SKILLS**

Good Communication skills

Ability to take orders and to work on own initiative and occasionally as part of a small team

Ability to deal with members of the public in a polite manner at all times

Ability to record details clearly

General enthusiasm for the role and desire to achieve high standards of cleaning