**LITTLEHAMPTON TOWN COUNCIL**

**Job Description**

|  |  |
| --- | --- |
| **DEPARTMENT:** | Caretaking/Cleaning Team |
| **LOCATION:** | Littlehampton, Manor House |
| **JOB TITLE:** | Caretaker Supervisor |
| **GRADE:** | NJC Scale 4 |
| **RESPONSIBLE TO:** | Amenity Team Co-Ordinator |
| **RESPONSIBLE FOR:** | Caretaker/Cleaners |

**MAIN PURPOSE OF THE ROLE:**

Plan and organise the work of the caretaking and cleaning team of the Town Council

To coordinate wedding ceremonies in liaison with the PA to the Town Clerk and the Mayoral and Administrative Officer

To coordinate venue hire in liaison with the Admin and Amenity Teams

The general caretaking and cleaning duties of the Manor House and other Council premises, locking and unlocking the building.

**Key Tasks**

1. To supervise the caretaking/cleaning teams and ensure that the quality of work undertaken is of a high standard.

2. To plan and organise the weekly work rotas of the caretaking/cleaning teams across all of the Town Council’s sites including the Manor House, Project 82 and the Southfields Jubilee Centre.

3. To monitor and check timesheets of the caretaking/cleaning teams.

4. To maintain records of and monitor work done, materials used and attendance of staff in the prescribed manner.

5. To undertake staff management procedures including appraisals and regular supervisions.

6. To be responsible for and undertake risk assessments for the safety of all members of the team in carrying out their duties and to ensure that all safety measures are undertaken to protect the public and staff.

7. To order and replenish cleaning materials as required.

8. To coordinate venue hire, using the electronic bookings package, liaising with room hirers to confirm their requirements and liaising with the Admin Team, as and when appropriate.

9. To ensure that rooms are prepared for specific meetings and bookings, setting up and clearing away furniture and equipment as required and to assist with refreshments as appropriate.

10. To attend evening and weekend functions, to unlock and lock the building and ensure that all health and safety requirements are followed.

11. To report to the Amenity Team Coordinator/Deputy Town Clerk immediately any non-compliance with safety regulations or dangerous occurrence.

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

13. To comply with the Town Council’s Health and Safety Policy at all times.

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

15. 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.

16. 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 departmental policies, practices, procedures and standards.

**In addition to the supervisory role, to carry out the duties of a Caretaker/Cleaner, namely:**

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

18. To provide cover when and where necessary for the caretaker/cleaner at Project 82 and the Southfields Jubilee Centre.

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

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

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 Supervisor

Location: Littlehampton

Grade: NJC Scale 4

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential Criteria** | **Desirable Criteria** | **Method of Assessment/**  **Source of Information** |
| **Key Skills & Abilities** | * Good ICT skills, able to use Microsoft Office software and other ICT packages * Ability to communicate in writing and verbally * Ability to develop good working relationships with customers, councillors, colleagues etc * Ability to effectively organise own workload, managing changing and conflicting demands * Ability to undertake a diverse workload * Ability to make decisions that fall within level of responsibility * Ability to use own initiative and work independently * Ability to respond positively and proactively to unexpected problems and situations |  | Application form/Interview/  Reference |
| **Education &**  **Qualifications** | * GCSE Maths and English or equivalent | * Health and Safety related training such as COSHH or Risk Assessments | Application form |
| **Knowledge** | * Knowledge of effective cleaning processes * Knowledge of relevant health and safety regulations |  | Application form/Interview |
| **Experience** | * Experience of cleaning and caretaking. * Preparing premises for functions/events. * Providing customer focussed services to the community * Working in a team | * Premises management | Application form/Interview/  Reference |
| **Personal Attributes** | * Excellent interpersonal skills * Ability to work in a team * 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 |
| **Other** | * Ability and willingness to work evenings and at weekends particularly to cover weddings, meetings and functions * Flexible with working hours * Ability to undertake manual handling tasks |  |  |
| **Date (drawn up): 5.7.18**  **Reference of Officer(s) drawing up person specifications : LC** | | | |