

## CHAPEL-EN-LE-FRITH PARISH COUNCIL

### JOB DESCRIPTION AND PERSON SPECIFICATION

**Position:** Caretaker / Cleaner (Job Share)

**Job Overview:** To act as the Town Hall Caretaker / Cleaner ensuring that facilities are maintained to a high standard for council and public use.

Weekly hours of work will include daytime, evenings and weekend work, depending on room hire and council or committee meetings. Ideally, the postholders will live locally, as locking and unlocking of the building will be required.

**Responsible to:** Parish Clerk.

#### **Key Areas of Responsibility;**

- To undertake general cleaning duties as scheduled, including dusting, sweeping, vacuuming, mopping, scrubbing, toilet cleaning, carpet cleaning, emptying and cleaning of bins, including the exterior areas. Ensure a good supply of consumables and ensure restocking is requested in good time.
- Follow an agreed schedule of work, prioritising any emergency clean ups or safety issues.
- Using, maintaining and cleaning all tools and cleaning equipment and personal protective equipment (PPE) in accordance with manufacturer's specifications.
- Ensure secure storage of tools, equipment and cleaning materials when not in use. Report any damages of equipment or tools to the Parish Clerk.
- To undertake low level maintenance & reporting of defects.
- Setting heating and ensuring maintenance schedules of gas boilers and other equipment.
- To prepare and set up facilities booked for meetings, community groups, seminars & events. And set down afterwards.
- Weekly fire alarm testing.
- In conjunction with the Parish Clerk, ensuring all electrical equipment throughout the building (excluding library) has up to date portable appliance test certifications.
- Check fire extinguishers and other equipment for evidence of damage are tampering and service and/or expiry date.
- Ensure that all pedestrian areas, entrances and parking areas are clean and tidy, dealing with overflowing bins and removing any litter.
- Seasonal clearance of leaves and snow. Gritting and ensuring grit bins are replenished. Watering of hanging baskets and planters.

#### **Health and Safety**

- Follow the safe working systems and use appropriate PPE detailed in the risk assessments applicable to the equipment in use and activities being undertaken.
- Reporting any accidents, near misses, or breaches of safe systems of work.
- Efficiently controlling all chemicals and hazardous substances, ensuring they are stored safely and not used without reference to any risk assessments and the relevant control of substances hazardous to health (COSHH) fact sheet and manufacturer's instructions.

- Assist the Parish Clerk oversee contractors authorised to work in the Town Hall, enabling them access for their vehicles and equipment and to ensure they work safely and cordon off areas if required and use appropriate signposting.
- To be always mindful your work is being undertaken in a public building and to be aware of the health and safety of members of the public other employees, contractors and wild and domestic animals.
- To comply fully with the Health and Safety at Work Act 1974.

### **Public Liaison and Safety**

- At all times being polite, approachable and helpful to members of the public.
- To collect and report all comments or complaints received from members of the public regarding the Town Hall to the Parish Clerk.
- Reporting damage or vandalism that is witnessed or discovered to the Parish Clerk and cordoning off/clearing/repairing/replacing as appropriate.

### **Other**

- To attend appropriate training or meetings to ensure continued professional development and keeping up to date with best practice and equipment.
- To undertake any other tasks, appropriate the grade of the post, as required by the Parish Clerk.

### **Person Specification:**

ATTRIBUTE	ESSENTIAL	DESIRABLE
Education	<p>No formal qualifications are required, although the postholder must be numerate and iterate to ensure the reading of instructions, expiry dates and measuring of cleaning chemicals are fully understood.</p> <p>Commitment to continuing professional development, including agreement to undertake relevant training.</p>	First Aid qualification.
Competency	<p>Experience of cleaning and safe use of cleaning materials.</p> <p>Physically fit- able to lift, carry and bend without discomfort</p>	Previous experience as a caretaker of a public building or similar.
Communication Skills	<ul style="list-style-type: none"> <li>• Tact and diplomacy.</li> <li>• Good customer care skills.</li> <li>• Ability to communicate clearly both verbally and written.</li> <li>• Able to meet deadlines.</li> </ul>	
Other	<ul style="list-style-type: none"> <li>• Team player.</li> <li>• Well organised.</li> <li>• Able and willingness to work outside of normal working hours when required, including weekends.</li> <li>• Able to work on own initiative.</li> </ul>	