

**SOUTH DERBYSHIRE DISTRICT COUNCIL**

**JOB DESCRIPTION**

**CARETAKER**

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<b>DIRECTORATE:</b>	<b>Law &amp; People</b>		
<b>SERVICE UNIT:</b>	<b>Facilities</b>		
<b>LOCATION:</b>	<b>Swadlincote Town Hall</b>		
<b>CONTRACT:</b>	<b>Permanent</b> <b>Part Time 12 hrs per week (Flexible) as determined over 7 days including weekend.</b>		
<b>GRADE:</b>	<b>Grade 1 Scale 3</b>	<b>POST NO:</b>	<b>H028</b>
<b>RESPONSIBLE TO:</b>	<b>Facilities Supervisor</b>		

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**JOB SUMMARY:**

1. To provide caretaking, cleaning, and supervisory duties at Swadlincote Town Hall.
2. Working hours are 12 hrs per week (flexible), as determined over 7 days, including weekends.

**MAIN DUTIES AND RESPONSIBILITIES:**

1. To liaise with the Facilities Supervisor & the Parks & Green Spaces Team on a regular basis regarding bookings for the Town Hall and to open the building fifteen minutes before each booking and be at the centre fifteen minutes before you need to close following a booking.
2. Ensure doors are opened, if requested, prior to any function and building is secured after functions. Maintain a presence during functions, where required, ensuring that the building is being used in accordance with fire regulations and in a manner that does not contravene by-laws and other conditions stipulated on the booking form. Also check the client is happy with facilities, for example heating and lighting and that they are functioning correctly.
3. To be always responsible for the security and cleanliness of the Town Hall, and ancillary accommodation, including kitchen, toilets, and storage rooms. Set up and take down for all uses and attendances as requested by the manager or client, for example, the setting up of audio-visual equipment such as a projector, screen and flipchart stand.
4. To check the security of the building as routine. The post holder will also act as main key holder for the building and as such be readily available for engineer callouts.

5. To ensure premises are cleaned to the Council's standards. This is to include regular washing and polishing main hall floor area. The main hall, meeting room, kitchen and all toilets must be checked and cleaned before each function.
6. To deal with small repairs as instructed, report any other repairs and give contractors access to carry out repairs or services when required.
7. To ensure all electrical and water heating equipment is checked and in working order at least once a week when the building is not in use. All equipment such as heaters, audio visual equipment and refreshment making equipment shall be checked as a matter of course before each booking.
8. To change light fittings and assess and arrange routine maintenance via your line manager. Report to line manager any non-routine maintenance such as room decoration and any loss, damage, or repairs.
9. To maintain stock levels via your line manager, of cleaning and consumable materials, such as cleaning fluids, toilet rolls, soap, and to assist with the efficient operation of the building.
10. To undertake weekly fire alarm tests and monthly emergency light tests at the building once trained and record the results.
11. Inspect the Centre's CCTV system monthly, report any malfunctions or adjustments required and keep a record of all viewings and any other related requirements of the Council's CCTV policy.
12. To provide holiday and relief caretaking/cleaning duties at other SDDC facilities e.g. Stenson Fields Community Centre as & when required.
13. To assist the development of and adherence to the stated safety policies and procedures of the Council. Be aware and comply with Health and Safety Legislation requirements, risk assessments and codes of practice.
14. To liaise with the Facilities Supervisor on a regular basis to report and receive direction regarding service provision. To report any maintenance, security and other critical issues affecting the building.
15. To act in accordance with the Council's equal opportunities policy and procedures.
15. To deal with queries from Councillors and members of the public courteously and in a polite and helpful manner.
16. To liaise with Parks & Green Spaces on a regular basis regarding bookings for the Town Hall.
17. To undertake any other duties commensurate with the experience of the post holder and/or grading of the post.