

## **APPENDIX A**

### ***Job Description – Casual Caretaker***

Variable hours as required over seven days.

NJC scale: SP 7 As of 1 April 2011

Responsible to: The Town Clerk- Line Manager.

Purpose of job: To provide a halls caretaking and Town Council property maintenance service.

### **TASKS.**

- 1) Move furniture and prepare rooms for hire (taking account of the requirements of fire regulations and the entertainments licence.)
- 2) Ensure that all fire exits are kept free from obstruction and all fire doors are kept closed.
- 3) Provide refreshments as requested for users of the Guildhall.
- 4) Fly flags as required.
- 5) To Place notices on all Town Council Notice Boards (Currently six.) if necessary but ordinarily shared between caretaking staff.
- 6) Maintain the fabric and equipment of the Guildhall and other Town Council property as directed or as agreed with the Town Clerk.
- 7) Report larger repairs or failures to the Town Clerk.
- 8) Carry out and record weekly fire alarm and emergency lighting tests.
- 9) To carry out and record regular safety checks.
- 10) Unlock and secure premises, including safe custody of keys, and setting security alarm
- 11) Undertake cleaning as directed including emptying bins, placing refuse out for collection
- 12) Maintaining stock of cleaning supplies taking into account current COSHH regulations.
- 13) To be responsible for security of premises, including safe custody of keys and setting of security alarm.
- 14) In conjunction with all staff at the Guildhall, to be responsible for overseeing bookings and events, if necessary.
- 15) To provide absence cover for staff as may be required from time to time.
- 16) To work in accordance with the Town Council's policies and procedures.

- 17) To undertake such duties as may arise from time to time commensurate with the position
- 18) This document, whilst outlining the duties which it is anticipated will be undertaken by the post holder, indicates mainly the level of responsibility. It is not a comprehensive and exhaustive list, and the duties may be varied at time to time by the Council.
- 19) Saltash Town Council has an ongoing commitment to the development of its staff. To facilitate this, staff will be encouraged to update their skills and competencies as and when required

