

APPENDIX B

Job Description

Position Title	Service Delivery Caretaker / General Assistant
Location	Saltash Town Council – Longstone Depot / Guildhall Requirement to work at other Town Council sites in Saltash, depending on business needs.
Reporting to	Service Delivery Manager
Hours	Flexible 20 hours minimum, varied over 7 days including some evenings, weekends and bank holidays according to the needs of the Council. Working hours will vary from week to week according to the rota.
NJC Grade	5 - 6

Job purpose:

To be a part- time multi-task operative across a wide variety of roles, including providing cover for staff holidays and absence.

Help and assist with the smooth running of a variety of Town Council owned buildings, parks, cemeteries, allotments and public amenities in the area.

Ensure Town Council facilities are kept clean, tidy and well presented.

Duties include cleaning, setting-up meeting rooms or events, caretaking events and meetings out of hours, and updating notice boards along with general tasks required by the Service Delivery Department.

Key responsibilities:

1. To provide general caretaking duties for public and Council room bookings. Setting up tables and chairs for the bookings. Opening and locking premises as required. This will include some evening and weekend bookings that may be out of hours.
2. To move furniture and prepare rooms for hire in various buildings according to the room layout or booking request. This may also include refreshments.

3. To be responsible for security of premises, including safe custody of keys and setting of security alarm when required. Checking the Fire exits are clear and free from obstruction.
4. Other duties may include cleaning as directed, the emptying of bins and removal of refuse.
5. To assist with weed removal from specified areas – lawns, borders and hard surfaces.
6. To assist with Hard and/or soft Landscaping projects on occasion.
7. To maintain clear and safe pedestrian access to all STC buildings, land and facilities in adverse weather conditions (e.g. clearing snow, gritting etc.)
8. To undertake cleaning as directed of all grounds, property and facilities including emptying bins, public toilets and placing refuse out for collection.
9. To place various posters in the Town Council notice boards.
10. To assist with town events as required during the year.
11. To provide absence cover for staff and provide relief cover for staff at all STC sites, grounds or premises as required.
12. To assist and undertake works, maintenance and repairs as may be required to Town Council property, land and equipment.
13. To undertake some handypersons duties and repairs as directed by the Line Manager to Town Council property and equipment.
14. Report any damage, repairs or items that will require additional work to the line manager.
15. To provide absence cover for staff as may be required.
16. To work in accordance with the Town Council Policies and procedures.
17. To undertake such duties as may arise from time to time commensurate with the position.

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.

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.