

# Selston Parish Council

**Title:** Caretaker at Selston Parish Council Community Buildings

**Job Purpose:** To provide an efficient service to all users of the Centre and to ensure the cleanliness and security of the buildings and equipment

**Key responsibilities:**

1. The security and safety of the building
2. General daily cleaning of the building and its surrounds for public use which include emptying waste bins, cleaning carpets, dust damp wiping, floor maintenance, washroom cleaning, window cleaning and litter picking.
3. Using electrical equipment where required, including suction cleaning machines and floor maintenance machinery.
4. Provide public access to the building and welcome users to the centre.
5. Effective communication with the designated booking's representative and other cleaning staff where appropriate.
6. Maintain an adequate supply of cleaning materials etc from the Parish Hall Office
7. Ensuring all paperwork is kept up-to-date at all times.
8. Additional duties appropriate to the function and nature of the post. e.g. emergency situations/covering other centres (holiday cover.)

**Job Activities:**

1. Lock and unlock the building
2. Test fire alarm, check emergency exits and record
3. Respond to emergency call outs
4. Show prospective users around the centre and explain facilities available
5. Lay out room as agreed with hirers
6. Clear and store furniture after use
7. Clean all internal and external areas
8. Report all faults, disrepair and incidents to the staff at the Parish Hall Office
9. Work and liaise with other Selston Parish Council staff and provide holiday and sickness cover as required
10. Participate in training and attend meetings and courses as required

**Key Accountabilities:**

1. Accountable for personal health and safety and apply at all times all relevant health and safety procedures (eg. COSHH/ Risk assessment, colour coding and following manufactures recommended instructions at all times).
2. Deliver Cleaning Services to meet the needs of the site.
3. Ensure that provided on site documentation is adhered to all times (eg Health and Safety folder.)
4. Be accountable for efficient personal time keeping, working to set/agreed work standards and high standards of customer care.

**The post holder will perform any duty or task that is appropriate for the role described.**

**Personal skills and general competencies.**

1. The ability to communicate effectively with customers/colleagues. Demonstrate an understanding and a commitment to customer care.
2. Put into practice the Parish Council's commitment to excellent customer care.
3. Work effectively and efficiently and look for ways of improving services.
4. Share the Parish Council's commitment to providing a safe environment for all and treat everyone with respect and consideration.
5. A clean driving licence would be desirable.
6. Must be physically fit