

## Head Caretaker – 37 hours per week

### JOB DESCRIPTION

The Head Caretaker is an exciting new role created as a result of the reopening of Hellesdon Community Centre, alongside the numerous other public services provided by Hellesdon Parish Council

The Head Caretaker position will have these duties:

- To act in a supervisory capacity for the team of caretakers responsible for Hellesdon Community Centre and other public services provided by Hellesdon Parish Council.
- To arrange rotas, and send to the Clerk for authorisation, to ensure that all buildings and facilities provided by Hellesdon Parish Council are open and closed at the correct time.
- To exercise a general supervision on all activities and over all persons using the Community Centre, car park or as far as is practicable, the Playing Fields.
- To be First Aid trained and to carry out First Aid as needed.
- To monitor the security CCTV cameras and provide the police information on request.
- To act as Fire Warden for Hellesdon Community Centre, following Council's procedures, involving but not limited to ensuring that all Fire Exits are kept clear and that the number of people present does not exceed the maximum permitted by Fire Regulations.
- To test fire alarms and emergency lights in all council buildings.
- To be part of a rota for unlocking/ locking park gates at advertised times.
- To make general repairs to parish assets, or escalate those that require specialist repair or are permanently damaged, as directed by the Clerk.
- To ensure that all council premises are locked and secure at the end of each day.
- To clean and restock as required.
- To liaise with the parish office with regards to community centre bookings to ensure that the rooms are prepared in line with the requirements of the hirer.
- To quality check works of members of the team to ensure that obligations under cleanliness and health and safety are met.
- To liaise with the parish office for lettings of tennis courts, netball courts and bowling green to ensure all areas are prepared in line with the requirements of the hirer.
- Setting up of council chambers for meetings as required.
- Cleaning of council chambers and parish offices.
- To keep the outside area litter free.
- To sweep around the community centre building, parish office and car park
- To perform light gardening duties under the instruction of the Head Groundsman
- When needed, to cut certain verges under the instruction of the Head Groundsman.
- To arrange for specialist contractors to perform routine testing and inspections on the parish buildings.
- To ensure all council buildings are kept clean, tidy and sanitised, including those on the allotments.
- To attend training courses as deemed necessary by the Council.
- To attend meetings as required with other council staff.
- To assist in the annual budgeting process for areas under job description jurisdiction.
- Any other task as directed by Hellesdon Parish Council befitting of the skills and grade of the staff member.