

## **Caretaker – 3 days per week**

### **JOB DESCRIPTION**

Caretakers have an important role in making sure our facilities are in good shape for our parishioners to use.

The Caretaker position will have these duties:

- 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 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 monitor the security CCTV cameras and provide the police information on request.
- To ensure that all Fire Exits in council buildings are kept clear and that the number of people present does not exceed the maximum permitted by Fire Regulations.
- 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 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
- To work with specialist contractors to perform routine testing, inspections and repairs 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.
- Any other task as directed by Hellesdon Parish Council befitting of the skills and grade of the staff member.