



## **KNOWSLEY TOWN COUNCIL**

### **JOB DESCRIPTION**

<b>Job Title:</b>	Caretaker/Handyperson
<b>Job Grade:</b>	LC 1 Scp 5
<b>Contracted Hours:</b>	25 hours per week
<b>Location:</b>	All Town Council Premises/Facilities
<b>Responsible to:</b>	Town Clerk /RFO

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#### **Statement of Job Purpose**

The post holder is responsible for ensuring that Town Council buildings, green spaces and play parks are A clean and safe environment for Users, for the security of premises and their contents and to offer a positive and welcoming service to the community, providing groups and individuals with assistance, support or information on the Town Council facilities and to assist colleagues in service delivery.

#### **Duties and Responsibilities**

This is not a comprehensive list of all tasks which may be required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

##### **1. Building Management and Cleanliness**

- a) Ensure that Town Council buildings are opened punctually, adequately heated and prepared for Users and that, at the end of duty, all premises are left clean, tidy and secured.
- b) Maintain building security ensuring that key holding procedures are observed and that premises remain secure as is practically possible.
- c) Implement measures to prevent waste and reduce energy consumption as directed by the Town Clerk.
- d) Ensure all unnecessary electrical equipment is turned off at the end of duty /shift.

- e) Manage and ensure an adequate supply and safe storage of all cleaning materials and equipment including ordering, and safe storage, stock rotation and the minimisation of waste.
- f) As required and or directed by the Town Clerk, carry out scheduled and reactive tasks, including vacuuming, cleaning of sanitary ware, mopping and polishing surfaces ensuring the highest standards of cleanliness are maintained throughout the Town Council premises.
- g) Undertake periodic litter picking internally and externally and brush, sweep and remove debris as necessary.

## **2. Repairs/Maintenance**

- a) Report all structure, fabric, furnishing, fixtures and equipment defects to the Town Clerk.
- b) To undertake minor repairs and maintenance to Town Council premises, it's furnishings, fixtures and equipment, when necessary, e.g. redecoration, changing the light bulbs, and/or as directed by the Town Clerk.
- c) Monitor contractors and ensure that repairs are carried out punctually and to the required standard, referring all concerns to the Town Clerk.
- d) Undertaking periodic inspections of the Town Councils green spaces and play parks, removing any immediately identified hazards and reporting any such others to the Town Clerk.

## **3. Communications & Customer Care**

Promote the facilities of the Town Council to current and potential users to maximise usage wherever appropriate and in service delivery, ensure high quality customer care and equality.

## **4. Health & Safety Management**

- a) To ensure the security of the Town Council buildings, undertake regular testing of fire and other appropriate alarm systems.
- b) To use equipment and materials in a safe way in accordance with manufacturer / COSH regulations.
- c) To ensure safe and secure storage of cleaning agents and other potentially hazardous materials.

- d) To ensure that all escape routes are clear from obstructions as required by Health & Safety regulations and that all fire exit doors are operable during open hours for the safety of staff and Users of the Town Council buildings.
- e) Ensure all duties are carried out to comply with the appropriate Health & Safety legislation, legislative requirements and nationally / locally agreed Codes of Practise.

**5. Other Duties**

Undertake all other duties as required by the Town Clerk, commensurate with the grade and postholders ' abilities.