

Job Description – Facilities Caretaker

This post reports to the Clerk to the Council (The Parish Clerk)

Job Purpose

To ensure the security, care and availability of the Parish Council's buildings, furniture, fittings and equipment: to ensure a satisfactory physical environmental and to promote the efficient use of the facilities.

Main duties and responsibilities

1. Ensure the buildings and contents are secure.
2. Provide access to the buildings and grounds to authorised persons as required
3.
 - a) Monitor the physical condition of the buildings, furniture and equipment and taking appropriate steps to ensure maintenance and repairs when necessary.
 - b) Carry out maintenance and repairs to the buildings, furniture and equipment within the scope of a competent handy-person.
4. Operate the heating and lighting systems, monitoring usage and promoting energy conservation.
5. Porterage: in particular, laying out furniture and other equipment for timetabled activities without direct instruction.
6. Working with the relief caretaker, ensure the cleanliness of all Council owned facilities.
7. Undertake miscellaneous duties of a practical nature as circumstances demand, or at the reasonable request of the Parish Council.

Specific Duties

1. Security

- 1.1 Plan, in conjunction with the Parish Council, and operate routine security arrangements to prevent/deter unauthorised access to the buildings and to minimise theft and vandalism.
- 1.2 **Start of the day/before bookings:** When required turn off alarm systems, unlock gates and entrance doors and checking as far as possible that the premises have not been disturbed. Switching on of lights, checking water and heating system.

End of the day/ after bookings: when required walk round premises, checking that windows are closed. Switch off lights and lock internal doors. Set alarm system and lock external doors and gates.
- 1.3 Request unauthorised users to leave the site, calling for the attendance of the police if necessary.
- 1.4 Carry out Parish Council procedures in the event of fire, flood, breaking and entering, and accident or major damage.

2. Access

- 2.1 Provide such access to the facilities as may reasonably be required outside normal hours of opening, including access in the event of flood, snow or other similar

emergency.

3. Maintenance

- 3.1 Regularly inspect the physical condition of the buildings, furniture and equipment, (excluding carrying out specialist tests and inspections).
- 3.2 Carry out maintenance and repairs to the buildings, fixtures, fittings, equipment and furniture, minor improvement jobs and internal decorating, where such work is within the capabilities of a competent handy-person.
- 3.3 Replace light bulbs, fluorescent tubes etc when necessary.
- 3.4 Ensure that all drains and gullies are free-flowing and clean. Clear any blockages.
- 3.5 Carry out routine procedures and inspection on ancillary equipment, e.g. pumps, batteries, window blinds.
- 3.6 Draw to the attention of the Parish Clerk any repairs or maintenance work beyond your competence and responsibility.
- 3.7 Direct tradespeople and contractors to the site of repair and maintenance work and inspecting the work of contractors where there is requirement to sign a satisfaction note.
- 3.8 Ensure all caretaking and cleaning equipment is in a safe, clean and working condition.

4. Heating and Lighting Systems

- 4.1 Operate the heating plant so that the required temperatures are maintained in the buildings and that an adequate supply of hot water is available. Carry out frost precaution procedures.
- 4.2 Monitor energy usage, including keeping records of consumption and the identification of trends.
- 4.3 Take steps to reduce energy consumption and, in conjunction with the Parish Council, promoting the awareness of energy conservation with users.

5. Porterage

- 5.1 Prepare for daytime, evening and weekend activities and lettings, clearing and, where necessary, cleaning up after these activities.
- 5.2 Arrange furniture for meetings as set out in the weekly diary and move furniture between rooms and buildings when necessary.
- 5.3 Take delivery of stores, materials and other goods, storing and/or moving them within the building as required.
- 5.4 Ensure that the grounds around the buildings are free from litter and excessive dirt and rubbish.
- 5.5 Empty litter baskets and bins, dispose of all rubbish and keep dustbin areas clean and tidy.
- 5.6 Replenish soap, toilet rolls and towels.

6. Cleaning

- 6.1 Working with the relief caretaker, ensure that the buildings and furnishings are cleaned in accordance with the Parish Council's standards and methods.
- 6.2 Emergency cleaning, e.g. spillages.
- 6.3 During quieter times, carry out deeper cleaning work will include any occasional or non-routine tasks that become necessary, including the use of stepladders.

- 6.4 To promote recycling of waste materials by users of the facilities.
- 6.5 To order cleaning supplies and materials as required.

7 Health & Safety

- 7.1 Take appropriate remedial action and report working practices or usage conditions that may contravene the requirements of the Health and Safety at Work Act 1974 and the Fire Precautions Regulations.
- 7.2 Complete work records and other documentation as required by the Parish Clerk.
- 7.3 To carry out and monitor fire alarm tests and fire drills with users.
- 7.4 To carry tests on the emergency lighting.

Additional Duties

Carry out minor maintenance works in the parish where required.

Winter duties will include spreading grit/salt and clearing pathways to facilities as directed by the Parish Clerk and the councils procedures.