



## Caretaker Job Description

### Overall Responsibilities

A hard-working, honest, dependable, self-motivated person to act as caretaker at Pye Green Community Centre, willing to uphold the Council's ethos and support the aims and values of the Community Centre.

### Responsibilities

#### General

- Upkeep and general care of the Community Centre.
- Ensuring that external rubbish is stored appropriately.
- Sweep yards, pick up litter and be responsible for the removal of all debris from paths, car parks, grassed areas, flowerbeds and all entrances.
- To empty internal communal rubbish bins daily and work with Centre Users and colleagues on recycling initiatives.
- Carrying out minor repairs to property, fixtures, fittings and equipment, which are not beyond the scope of an unskilled handyman.
- Drawing the attention of the appropriate authorities, via the Town Clerk, to any repairs or maintenance work, which is beyond the competence and responsibility of Caretaking staff.
- Directing workmen and contractors to the sites of repair and maintenance work and inspecting the work of contractors where there is a requirement to sign a satisfaction note.
- General portage duties and moving of furniture.
- Assisting Colleagues with simple tasks as requested.
- Checking damage/security every morning on arrival at the premises.
- Lettings as required - opening, closing and general duties.
- Preparation of meeting rooms for functions as required.
- Receive and check goods and supplies and take them to the appropriate place for storage.
- Ensure that all refuse is disposed of promptly and stored away from the main building.
- Routinely clean lamp shades and light diffusers (strip lights).
- Ensure that clear passage is maintained on fire escape routes.
- Test fire alarms weekly. Maintain test register.
- Report any defects of building, furniture, fittings and equipment to the Town Clerk.
- Grounds Maintenance.
- Regular check of roofs for pooling, debris, plant growth etc.
- Regularly check and clean soffits, bargeboards and external lights.

- Keep all hard surfaces free of moss and weeds.
- Disinfect drains and dustbins regularly.
- Make safe any hazards and ensure that the area is cordoned off.
- Keep paths and entrances free of ice and snow to ensure the safety of Community Centre users and colleagues.

### Security

- Opening and closing, unlocking and locking of the Community Centre.
- Administering CCTV system.
- Setting of alarm system.
- Responding to, and resetting of, the alarm, liaising with the police and alarm company.
- Checking and securing the Community Centre premises subsequent to out of hours intruder alarm activation.
- Register as main Key Holder and be the first point of contact in an emergency callout situation.
- Overall security of the Community Centre premises including the locking of all windows, doors and gates.
- You may be called out at unsociable hours or at weekends to deal with security problems, make emergency repairs or allow access to any contractor who may be working on the site.

### Cleaning

- To clean designated areas of the Community Centre to the highest possible standards.
- Buffing and maintaining flooring in the main hall.
- Cleaning of external windows at ground level as necessary.
- Straightening furniture and general tidying up of designated areas.
- Other cleaning duties as required in the absence of other colleagues

### Management

- Noting, monitoring and reporting any defects in the Community Centre buildings to the Town Clerk.
- Meet regularly with the Town Clerk regarding Health and Safety issues and Building Maintenance.