
JOB DESCRIPTION – Caretaker/Maintenance Operative

Job title:	Caretaker/Maintenance Operative
Location:	Duston Parish Council (DPC)
Salary:	Lc1 (7-12) £19,554- £21,589 Mileage allowance
Hours:	37 hours (including evening & weekend hours)
Responsible to:	Facilities Manager

JOB PURPOSE

To ensure the DPC's environment projects and centres are properly cleaned, prepared and maintained to meet the needs of the local community.

To undertake maintenance works & reporting defects and recording the findings.

To comply with Health & safety regulation & legislation and report any situations which could be considered hazardous

To be flexible within the job role.

KEY RESPONSIBILITIES

- To comply with Health & safety regulation & legislation and report any situations which could be considered hazardous.
- To open and close facilities including setting of alarms.
- To be a key holder
- To carry out maintenance in respect of minor repairs and refurbishment as required & log all jobs on the maintenance spreadsheet.
- Conduct small repairs and report any larger issues to the Facilities Manager
- To inspect play and gym equipment and report any faults/findings

- To undertake general cleaning duties as scheduled, including dusting, sweeping, vacuuming, mopping, scrubbing, toilet cleaning, and carpet cleaning
- To prepare and set up booked meetings, community groups, seminars & events as planned.
- To undertake environment work throughout the Parish. E.g. litter picking, small maintenance tasks.
- Clean & check toilets daily – Replenish stock e.g. Toilet rolls & hand towels & sign toilet check sheet.
- Make sure all equipment is maintained and store in the correct place.
- To undertake confidential waste, rubbish & recycling collections.
- To Ensure fire escape routes are clean and clear of obstructions
- To carry out any other duties which fall within the broad spirit, scope, levels and purpose of this job description.
- To show potential customers rooms and take logistics regarding set ups and pass the details on.
- You will be responsible for testing emergency lights
- Experience of COSHH Regulations
- To act as a Fire Marshal & assist with fire evacuation and fire alarm tests
- To comply with DPC's policies and procedures.
- Driving duties will be required when needed. The Parish Council van will be provided for all council related collection & deliveries.

PEOPLE AND RESOURCES

Job-holder's position in relation to their manager, peers and direct reports:

- Accountable to Facilities Manager
- Member of Parish Caretaking team
- Liaise with Parish Council administration team.

JOB DEMANDS

This job entails the following demands:

- Ability to work unsocial hours
- Ability to work as a team & to use your own initiative
- General maintenance at both sites

GENERAL

You will be required to undertake any such additional duties as determined by Facilities Manager. You will be required to work flexible hours to meet the demands of the business.

The details contained in this job description, reflect the job content at the date the job description was prepared.

DPC is progressive and currently increasing its responsibilities, therefore it should be remembered, that it is inevitable that over time the nature of the individual's job will be subject to change; existing duties may be lost and duties gained without changing the general nature of the post and responsibilities entailed.

PERSON SPECIFICATION

	Essential/Desirable?		Methods of Assessment			
	E	D	Application Form	References	Interview	Other
KNOWLEDGE	E	D	Application Form	References	Interview	Other
Proven knowledge of security and alarm systems, able to react to all alarms	E		✓		✓	
Knowledge of working with IT Systems	E		✓		✓	
Experience of dealing with external customers/contactors	E		✓		✓	
COSHH Regulations		D	✓		✓	
Experience with parks and play equipment		D	✓		✓	
Awareness of Health & Safety Standards		D	✓		✓	
SKILLS	E	D	Application Form	References	Interview	Other
Good initiative, flexibility and adaptability with attention to detail.	E		✓		✓	
Full UK driving licence	E		✓		✓	
General DIY skills	E		✓		✓	
Good Communication skills						
ATTRIBUTES	E	D	Application Form	References	Interview	Other
Ability to keep calm in emergency situations	E		✓		✓	
Able to work as part of a team and as an individual			✓			
Ability to work under pressure & on your own	E		✓		✓	
Total flexibility with regards to working hours including evenings, weekends & bank holidays.	E		✓		✓	

REVIEW AND SIGNATURES

This document will be reviewed from time to time to ensure that it continues to reflect our vision, values and priorities.

Prepared by:	
Job title:	
Date:	

Job evaluation date:	
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Name of job holder:	
Job holder's signature:	
Date:	