

GLAPWELL PARISH COUNCIL
JOB DESCRIPTION

Job Title:	Caretaker with cleaning responsibilities at The Glapwell Centre
Responsible to:	Community Facilities Coordinator
Hours:	Minimum 10 hours per week to be worked flexibly over seven days (mainly evenings at present). NB: As bookings increase there may be an option to increase hours in the future.
Salary:	£9.00 per hour

DESCRIPTION

Glapwell Parish Council are looking for an energetic, self-motivated caretaker/cleaner for The Glapwell Centre, Glapwell. The successful candidate will be coming into a demanding role as the centre has largely stood empty for much of the last year. Working independently the successful candidate will be opening and closing the centre for our users and carrying out both routine and covid cleaning. This is a role where a degree of flexibility will be needed as we re-build our customer base following the lockdown period. The successful candidate will work closely with the Community Facilities Coordinator to ensure the centre runs efficiently and successfully. The Parish Council is in the process of transferring management to a Charity structure and this position may be transferred to a charity management committee.

JOB PURPOSE

To ensure the Parish Council building is secure by undertaking opening and locking up duties in accordance with the use of the halls daily. To maintain standards of safety and cleanliness as prescribed by the Parish Council and to be responsible for the setting up and closing of facilities as required.

MAIN FUNCTIONS

1. To maintain the premises in terms of safety and cleanliness as directed and with regard to current Covid stipulations.
2. To act as key holder and to open and close the facilities as and when required ensuring that all security procedures are complied with. To be the primary on call individual and attend as and when required in response to alarm or security call out.
3. To provide a welcoming and high-quality service to hirers in respect of appearance of facilities and equipment to the Parish Council facilities. Assist in resolving any queries during the hire period.
4. To set up and dismantle furniture and equipment to meet the programme of use.

5. To supervise the use of the facilities by the public, ensuring that the safety standards are maintained and that furniture and equipment is used in a proper manner.
6. To make available to the users of the facilities appropriate furniture and equipment to enable them to make proper use of the facilities.
7. To provide, in his/her absence satisfactory arrangements for the appropriate duties to be carried out.
8. To ensure that all users of the facilities comply with current regulations, as well of those which may be introduced from time to time.
9. To observe the requirements of the Health and Safety at Work Act and to ensure the safety of self, work colleagues and users of the facilities, by carrying out duties in a safe manner, within guidelines as set out under the Act. Additionally, to comply with any other Acts or Regulations governing the use of the facilities.
10. The cleaning duties will involve the use of electrical/mechanical equipment, where supplied, and the use of appropriate and approved chemicals.
11. Undertake regular inspections of the Parish Council's equipment used by hirers and ensuring all equipment including kitchen equipment, is clean and serviceable. Report any faults to the Community Facilities Coordinator.
12. To work in an environmentally friendly way to contribute towards the Parish Councils aims in this respect.
13. Ability to undertake minor repairs would be an advantage.
14. To carry out such other duties as the Parish Council may from time to time reasonably require.

SPECIAL CONDITIONS

1. The postholder will be required to work a minimum 10-hour week, including weekends and bank holidays. The actual hours of work to be arranged with the Community Facilities Coordinator and may vary depending on bookings.
2. It will be necessary for the postholder to work hours outside the normal office hours as part of the normal week. There is no entitlement to shift or irregular hours pay or split duty allowance with this part-time appointment.
3. The postholder may also be required to work additional hours at weekends and on Public and Bank Holidays, in which case the appropriate enhancements will be paid.

4. The Council reserves the right, subject to consultation, to revise working hours and working arrangements at any time that this is thought necessary.

We welcome anyone wanting to visit the centre before applying. To apply please send a CV, including two referees and a covering letter that explains how you meet each of the criteria of the person specification. Application can be sent to glapwellpc@outlook.com
Closing date for application 12 noon 30th April 2021. Candidates need to be able to start work by May 10th 2021.

PERSON SPECIFICATION

Caretaker with cleaning responsibilities

COMPETENCY	DESIRABLE LEVEL	ESSENTIAL REQUIREMENT
Qualifications	GCSE Grade C English and Maths	
Experience	Previous experience of being a responsible key holder Experience of shift working Experience of using cleaning related machinery	Previous experience of cleaning public buildings
Communications & Related Skills		Excellent verbal communications. Ability to self-motivate and work alone, as well as in partnership with other staff members
Interpersonal	Flexible and adaptable	Excellent customer service skills, with a can-do attitude. Ability to time manage self and maintain orderly records.
Physical Abilities	Appreciation of health and safety, lifting, moving of objects and ladder work. Ability to undertake minor repairs	Physically able to move furniture to set up and clear rooms. To clean to a high standard.
Training	First Aid Manual Handling Health & Safety Working at height COSHH	Prepared to attend training courses when necessary.