



The Town Hall, Quayside House, Navigation Yard,
Sleaford, Lincs, NG34 7TW

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Mr Kevin Martin
Clerk to the Council

SLEAFORD TOWN COUNCIL

JOB DESCRIPTION

1. **POST TITLE:** Part Time Caretaker (avg. 10.0 hrs per week)
2. **POST GRADE:** Grade 2 £9.21 per hour (equivalent to £17,711 per annum)
3. **ALLOWANCES:** Nil
4. **JOB PURPOSE:** To assist in providing a caretaking service in the Town Hall and undertaking a range of maintenance, cleaning, and refreshment functions. (Note: This post involves evening and weekend working dependant on requirements)
5. **PRINCIPAL RESPONSIBILITIES**
 1. To carry out duties as the caretaker of the Town Hall as directed by the Clerk or Deputy Clerk
 2. To prepare rooms for the facilitation of Meetings/ use by hirers
 3. To carry out duties in relation to the provision of light refreshments (teas, coffees etc)
 4. To undertake locking/unlocking procedures and security checks in preparation for and after out of hour room hirings
 5. To carry out cleaning of the Town Hall Including the office accommodation, meeting rooms, foyer, stairway, common areas, toilet facilities and kitchen
 6. To assist with the overall cleanliness and tidiness of the external area around the Town Hall including the planters

7. To assist with minor repairs, painting, replacement of light fittings and reporting any issues or occurrences with the building to the Clerk/Deputy Clerk
8. To monitor levels of materials & supplies relevant to the use and occupation of the Town Hall and report any replenishment requirements to the Administration Team
9. Out of hours to carry a communication device and act as a point of contact in emergency situations

6. Hours of Work: Caretaker Post

The standard hours of work will be by agreement. It is anticipated that an average of 10 hours per week will be core hours with a flexible approach to working times at evenings and weekends to suit the nature of the work and the use and occupation of the Town Hall.

Additional hours and weekend work may also be required from time to time for specific functions/maintenance at the discretion of the Clerk/Deputy Clerk.

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| 7. Responsible to: | Town Clerk |
| 8. Qualifications/
Experience required | <p>Whilst formal educational qualifications are not necessary, the post holder must have a mature, responsible approach and demonstrating evidence of working with initiative</p> <p>Caretaking and building/maintenance skills would prove useful</p> |
| 9. H & S Issues | Compliance with all current legislation, Council policies and procedures but not limited to duties defined in the Health & Safety at Work Act 1972, the Council's Health and Safety Policy and other specific Council policies as appropriate to the role |