



Job Description and Person Specification

Job Title:	Caretaker (x 2)
Location:	Lewes Town Council Venues: All Saints Centre, Malling Community Centre and Lewes Town Hall
Grade:	Spinal Column Point range 4 - 6 (starting at £24,404 per annum)
Hours:	37 hours per week
Contract:	Full-time, permanent
Reporting To:	Venue Manager

Job Description

Main Purpose of the Role:

To carry out day-to-day caretaking, cleaning, opening/locking up duties at the three Lewes Town Council venues: All Saints Centre, Malling Community Centre and Lewes Town Hall.

To be responsible for basic building and equipment maintenance, repair, set-up and breakdown of events and functions, cleaning, stock monitoring, and assisting the Venue Managers where appropriate.

To supervise the buildings during operating hours on a shiftwork basis, including split shifts, emergency cover, early mornings, evenings, weekends and Bank Holidays as required.

To have due care and respect when working within the venues as historic Grade 2 listed buildings as a working office suite, as a public cultural venue for artistic and dramatic performances, displays and exhibitions, public meetings, and for council and civic functions.

Key Tasks:

- To maintain all buildings, offices, halls, kitchens and toilets ensuring they are in a clean and tidy condition and well presented.
 - To set-up and breakdown equipment at events including lifting, carrying and setting up seating, tables, lighting, sound and clearing away after an event has ended.
 - To ensure that rooms are set-up and prepared for specific meetings and bookings.
 - To act as point-of-contact for hirers and other users/patrons of the venues as required when on shift and in the building.
 - To ensure proper operation of all systems, equipment and ensure safety-related procedures are implemented.
 - To maintain appropriate stocks and availability of consumable materials.
 - To ensure that all work is carried out in a safe and proper manner to the best standard possible and using appropriate tools and equipment.
 - To check that all tools, machinery and equipment is used in accordance with the manufacturer's instructions and that, as appropriate, all PPE (personal protective equipment) is worn – helmets, goggles, glasses etc.
 - To undertake health and safety checks and inspections of Town Council property, immediately rectifying minor defects if possible, reporting damage etc. promptly.
 - To include regular inspection of land; buildings; paths; fences; boundary walls; gates; signage; site equipment; fixtures & fittings etc.
 - To promptly advise of obvious deterioration, or imminent hazard, and assist in the preparation of solutions.
 - To undertake grounds maintenance and horticultural duties as required.
 - When works are not within the capability/remit of the post-holder, to monitor satisfactory completion of works where carried-out by third party contractors.
 - To ensure security of the premises, act as key holder for Town Council properties and land as required and where appropriate, setting alarm systems.
 - To deter antisocial use, insofar as practical, and report problems promptly.
 - If locking-up, to ensure all windows and exits are locked and secure. Ensure that all taps and lights are turned off. Check that nobody is left in the building. Close and alarm the venue (times will vary).
 - To ensure that all health and safety requirements are followed. Complete routine safety checks.
 - To comply with the Town Council's Health & Safety Policy at all times.
-

Points to Note:

- The post requires flexibility in terms of time management and will require shift working at weekends and evenings to support meetings and events as required.
- The post holder will be required to work in any of the Lewes Town Council premises within Lewes to carry out necessary duties.
- The post holder will consistently apply the principles of Equal Opportunities, as embodied in the Town Council's policies and practices throughout the duties outlined.

- To undertake available training opportunities identified through appraisal and supervision and show a commitment to continuous development, to maximise your potential and ensure the efficient and effective delivery of Town Council services.
- This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Person Specification

Key Skills & Abilities

Essential

- Physical strength and ability to move tables, chairs and equipment
- General maintenance/DIY skills to a reasonable standard
- Ability to clean premises to a high standard
- Ability to follow written and spoken instructions and to work on own initiative
- Organised and logical approach to tasks
- Understanding of Health and Safety
- Good time management
- Ability to deal with members of the public in a polite manner at all times

Desirable

- Building / decorating / carpentry skills
- Horticultural skills

Knowledge

Essential

- Knowledge of effective cleaning processes
- Some knowledge of how to use a range of power and hand tools
- Knowledge of relevant Health and Safety at Work regulations and PPE

Desirable

- General maintenance (e.g. painting & decorating)
- Health and Safety related training such as COSHH or Risk Assessments
- Working at height regulations
- Manual handling and lifting
- Safe use of ladders & steps at work
- First aid at work

- Working knowledge of emails and the internet
- Knowledge of Lewes

Personal Attributes

Essential

- Flexible approach to working hours
- Customer friendly
- Punctual and reliable
- Honest and trustworthy
- Willing to take on a range of tasks as required
- Taking pride in your work

Education & Qualifications

Desirable

- 3 GCSE's Grade A - C or equivalent (including English and Maths)

Other

Essential

- Ability and willingness to work evenings and weekends
- Comfortable with lone working
- Flexible to changing working hours when needed

Desirable

- Worked in a listed building