

JOB TITLE:	Caretaker
REPORTS TO (JOB TITLE):	Deputy Executive Officer
<u>JOB PURPOSE</u>	
<p>To provide a Community Hall Complex and grounds caretaking/cleaning service in order to ensure an attractive, welcoming and safe facility for users. To promote and deliver the high standards associated with SANDHURST PRIDE.</p>	
<u>DIMENSIONS</u>	
<p>Financial: Handling money is not part of the role. Budgeting and purchasing of materials and equipment will form part of the role. Other: Evening and weekend working is required. You must expect unsociable hours.</p> <p>NB. The Caretaker/Cleaner will be offered an Occupational Tenancy Agreement on a three bedroom flat on site. Terms and conditions will apply.</p>	
<u>ORGANISATIONAL STRUCTURE</u>	
<p>Executive Officer, Deputy Executive Officer, Administrator, Head Groundsman, 3 Groundstaff, Clean Team.</p>	
<u>CONTEXT</u>	
<p><i>This briefly sets out the necessary background to understand how the job fits into the organisation and how it relates to other functions or jobs in the organisation</i></p> <p>Caretaker reports to the Deputy Executive Officer Caretaker facilitates access to the Community Hall Complex / toilets / changing rooms etc. for pre-arranged bookings. Caretaker is responsible for cleaning the Community Hall Complex facilities on an ad hoc basis after bookings. Caretaker provides a daily security service for the specific site, opening and closing gates / shutters and dealing with anti-social behaviour etc. Caretaker will respond to emergency and alarm calls out of hours Caretaker may undertake other ad hoc tasks at the request of their line manager. Caretaker to carry out general repair and routine maintenance of the buildings' fixtures and fittings. Caretaker to assist with moving furniture and setting up multi-purpose function rooms. Caretaker to assist with ordering and stock taking of cleaning materials and other stores. Caretaker to monitor and report any health and safety issues in the buildings to line manager. Caretaker works alone. Caretaker is a very big part of SANDHURST PRIDE and our high customer service standards.</p>	

ACCOUNTABILITIES

- Open and close facilities on time
- Complete all tasks to a high standard
- Utilise specialist equipment in accordance with instructions.
- Liaise with other staff and service users / members of the public in a professional manner
- Comply with the Council's Health and safety requirements to achieve a safe working environment for staff and service users

KNOWLEDGE, SKILLS & EXPERIENCE

*What skills, qualifications and experience are **necessary** for full and effective performance?*

Experience of working with members of the public in a service capacity

Practical skills

Experience of working flexibly

Handyman skills

Team Player

COMPETENCIES

The behaviours that must be demonstrated in the job.

Excellent communication and customer service skills

Confidence to deal with unusual / difficult situations / people

Flexibility and 'can-do' attitude

Pride, passion and commitment towards quality and RESPECT, RESPONSIBILITY and RIGHTS

Good Time Keeping