

UCKFIELD TOWN COUNCIL

POST TITLE:	Caretaker/Maintenance Person
DEPARTMENT:	Facilities Management
HOURS:	18 hours per week (Day/evening/weekend shifts) (over a 7 day week, with at least one weekend shift per month)
PURPOSE OF JOB:	To carry out caretaking and maintenance duties for the Town Council's buildings.
PLACE OF WORK:	Various including Civic Centre, Foresters Hall, Victoria and West Park Pavilions, but the position will be based at the Civic Centre.
REPORTS TO:	Facilities Manager

JOB SUMMARY:

Reporting to the Facilities Manager, this role is responsible for ensuring the Town Council's facilities (rooms and communal areas) are well presented, set up and clean for room hire bookings and events;

Responsible for carrying out minor internal and external repairs, and redecoration to the Town Council's buildings.

Responsible for supporting the Facilities Manager with day to day compliance with health and safety, by ensuring regular testing and monitoring of health, safety and environmental requirements.

DUTIES AND RESPONSIBILITIES:

1. In response to the bookings received through the Town Council office, carry out basic administrative duties to keep up to date with room hire bookings within the Town Council's buildings and ensure the daily room hire schedule for the Civic Centre is up to date and displayed in the Civic Centre foyer;
2. Ensure the Civic Centre building is opened first thing in the morning and doors are locked and the building left secure after the last booking in the evening in the Civic Centre and/or Luxfords restaurant;
3. Act as a registered key holder in case of emergencies and be available for callout if required by the intruder or fire alarm company;
4. To monitor at all times, the security and safety of the Town Council's buildings, in particular the Civic Centre including stairwells and communal areas – with regular

patrols of the interior and exterior of the building(s);

5. Undertake moving and manual handling tasks to set up and clear away furniture, technical equipment including staging and to meet the needs of hirers for room bookings and events. This may include setting out refreshments and catering requirements once the restaurant has closed;
6. Ensure that the Town Council's facilities are well maintained and cleaned to a high standard, including regular checks of the toilets and communal areas; interior and exterior areas
7. To carry out routine maintenance and checks of light fittings, heating systems, drains, windows and access points, and reporting any substantial repairs or maintenance to the Facilities Manager;
8. Ensure routine tests are undertaken for the fire alarm and emergency lighting within the Town Council's buildings, making sure to keep health and safety records up to date and to assist the Facilities Manager with fire evacuation drills and emergencies;
9. Assist with the marking of national ceremonies and occasions, by ensuring the relevant flag is hoisted on the flag pole outside the Civic Centre;
10. Assisting the Town Council with obtaining meter readings and monitoring fuel usage for submission to utility companies;
11. Support the Town Council's small office team with general duties as and when required, to ensure key notices are placed in the Town Council's noticeboards, assist with the purchase of consumables, daily banking or postage;
12. Under the health and safety guidelines issued by the Town Council, ensure the safety and well-being of all who visit or work in the facilities provided by the Council, and undertake regular training to ensure you remain up to date with First Aid and Health and Safety procedures.
13. Adhere at all time to the policies and instructions of the Town Council.

Job activities quoted above are examples of the work involved. They do not purport to be a comprehensive list of all aspects of the principal duties. Therefore the postholder will be required to undertake any other duties that may be required appropriate to the grade and designation of the post.

**PERSON SPECIFICATION:
CARETAKER/MAINTENANCE PERSON**

	Essential Criteria	Desirable Criteria
Experience	Experience in caretaking/security	Background in Trade - carpentry, painting and decorating, plumbing etc.
Education and Qualifications	Good general education. Undertaken basic training around Manual Handling and Health and Safety Full clean UK driving licence and access to a vehicle.	Qualification in First Aid
Key Skills and Abilities	Ability to undertake minor repairs and general maintenance Competent in the use of Microsoft Office packages including Outlook, Word, and Powerpoint; Ability to work independently and effectively to organise personal workload at any of the Town Council's buildings; Ability to meet varying deadlines and work under pressure; Ability to communicate effectively and present excellent customer service, to hirers, customers, visitors, staff and councillors; A good degree of fitness and mobility is essential, to lift and move furniture and technical equipment in room and venue changeovers;	
Knowledge	Knowledge of the Health and Safety at Work Act 1974; Good knowledge of DIY and building maintenance; Knowledge of using a full range of cleaning equipment and materials; Knowledge of setting up audio/visual equipment.	Background in Trade - carpentry, painting and decorating, plumbing etc.

	Essential Criteria	Desirable Criteria
Personal Attributes	<p>Good interpersonal skills;</p> <p>Practical hands-on and can do attitude, to assist with day to day enquiries;</p> <p>Ability to work with colleagues to meet deadlines and deliver requirements within set timescales;</p> <p>Ability to use own initiative appropriately.</p> <p>A flexible approach to work and working hours.</p> <p>Good attention to detail and pride in appearance.</p> <p>Self-motivated and a positive attitude.</p> <p>Comfortable with lone-working</p>	