

KEIGHLEY TOWN COUNCIL

Job Description

Post: Caretaker

Responsible to: Town Clerk

Summary of Duties: To provide a caretaking and cleaning service to Keighley Civic Centre.

Salary: SPC 1 - 3 £18,333 - £18,887 pro-rated 20 hours per week to include evenings and weekends as required.

Please note: The working hours for this post are flexible and to be agreed with the Town Clerk on a weekly rota. It is expected that the post-holder will, work outside normal office hours (Monday – Friday 9.00am – 5.00pm) including evenings and weekends to oversee bookings taking place.

All duties and responsibilities will be carried out with strict regard for Health & Safety regulations, the Town Councils rules, regulations and policies in force.

Cleaning

- i) To ensure that the Civic Centre offices and public areas (including foyer, corridors and toilets) are cleaned in accordance with defined standards. Includes vacuuming; sweeping and mopping all floors; dusting and polishing tables, furniture, chairs, fittings and mirrors; cleaning paintwork, toilets, hand basins, the kitchen, cleaning windows, blinds and other surfaces.
- ii) To undertake regular cleaning of the external front of the Civic Centre, including the door, steps and railings.
- iii) Requirement to undertake any necessary training as defined by the Town Clerk.

Caretaking

- i) Provide access to the building to authorised persons as required.
- ii) Responsible for both the internal and external keys to the building.
- iii) The general care, security and cleanliness of the premises making sure rubbish is collected and taken away, turning heating and lighting on and off at appropriate times.
- iv) Prepare for daytime, evening and weekend activities and lettings, cleaning when necessary of the premises after functions or before bookings.
- v) Setting up areas with tables and chairs for meetings and events putting out crockery as required and clearing up afterwards.
- vi) Responding to any emergency call outs that require a presence within the Civic Centre.
- vii) Routine checks, inspections to include firing of all heating installations,

monitoring usage and promoting energy conservation.

- viii) To test the fire alarm on a weekly basis in accordance with the Council's policy. Checks on Fire Exit and Route, Fire Door, First Aid Boxes, Fire Fighting Equipment (extinguishers, blankets and Evacu chairs), and Emergency Lighting in accordance with health and safety standards.
- ix) Clear and/or apply rock-salt as necessary in snowy and icy conditions paying careful attention to pathways and steps.
- x) To undertake regular cleaning of bar lines and pumping systems in accordance with manufacturers requirements.
- xi) Take appropriate remedial action and report working practices of usage conditions that may contravene the requirement of the Health and Safety at Work Act 1974 and the Fire Precautions Regulations. Complete work records and other documentation as required by the Town Clerk.

Other

- i) To liaise with the Town Clerk at the Civic Centre on a regular basis.
- ii) To carry out any administration in relation to the duties above.
- iii) Any other reasonable duties that may be required by your Line Manager.
- iv) To maintain confidentiality of information acquired in the course of undertaking duties for the department.
- v) To participate in any training and development identified and agreed as relevant to your personal development and/or your development role.
- vi) Working overtime as reasonable requested by management in line with the needs of the Town Council.

Health and Safety

- i) The post holder will work to meet the requirements of the Health and Safety at Work Act 1972, subsequent statute and Keighley Town Council's Health and Safety Policy and COSHH Regulations.
- ii) The post holder shall be responsible for their own conduct and be aware that they must not do anything that could cause accidents or endanger the lives of others.

March 2022