**Job Description**

**Caretakers**

**Level: 3**

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| **Responsible To:** | **Responsible For:** |
| Assistant Facilities Manger | N/A |

**About the job:**

* To assist the Facilities team in providing cover for the day-to-day operation and security of the Councils operational assets.

**Role:**

* To ensure the security and proper use of the Operational Assets and their contents.
* Open the Operational Assets prior to usage, and secure following usage, by arrangement with the Facilities team.
* Liaise with and assist new and potential users of the Operational Assets.
* Maintain the Operational Assets in a clean and safe condition, to the standards agreed.
* To assist the Facilities team in meeting all Health and Safety requirements within the Operational Assets.
* Provide additional community development support as part of the team, as appropriate.
* Cover Council wide assets such as bowling huts, pavilions, and other associated buildings as required.
* To carry out and record hirer inductions including Health & Safety briefing
* Arrange access for contractors

**Responsibilities:**

**Team:**

* You will work with your colleagues to prioritise team objectives over individual objectives.
* You will support and respect your colleagues at all times**.**
* You will work together to share knowledge and experiences to improve your service.
* You will participate in development activities as required.

**Corporate:**

* To contribute towards the development of a culture within the Directorate which is customer focused, committed to securing best value and to providing high standard services, health and safety and the promotion of the Council’s core values.
* To act in accordance with both the Corporate and the Directorate’s Health and Safety policies and supporting procedures and to comply with all other statutory regulations and other legal requirements on health and safety which may, from time to time, be applicable or in force.
* To adopt a corporate, co-ordinated, and co-operative approach to working.
* To practice and promote effective communications, both within the Council and externally.
* To promote equal opportunities within the Council and for the Directorate’s services in line with the Council’s Equality in Employment policy and procedures.

**Organisational:**

* To ensure that repairs and maintenance are reported to the designated person(s) and carried out as required.
* Provide cover for Community Centre bookings, by arrangement with the Facilities Management Assistant or Facilities Management Officer.
* Provide cover for annual and sickness leave at the Council’s Community Centres or be employed in a position appropriate to your grade as required by the Service.
* To keep such records as may be requested by the Facilities Management Officer.
* Ensuring that accidents and incidents within the Community Centres are reported in accordance with the Council’s Health and Safety policies.
* Be aware of the need to assess levels of risk and liaise with the Facilities Management Officer in relation to regular Risk Assessments within the Community Centres.
* Keep updated with the Community Centre Risk Assessments and act on the Caretaker responsibilities as identified in the Assessments
* To carry out and record fire alarm, emergency lighting tests regularly, plus any other tests which may be required in relation to Health and Safety.
* To assist groups using the Community Centres in carrying out regular emergency evacuation drills.
* To ensure that the Community Centres’ First Aid boxes are re-stocked as necessary, in liaison with the Facilities Management Assistant.
* To attend training as identified by the Facilities Management Officer.

**What the successful candidate will have:**

**Experience**

* A good standard of literacy and ability to complete basic paper work
* Evidence of continuing personal development
* Cleaning and securing buildings

**Knowledge**

* Experience of supporting colleagues
* Experience of presenting information in appropriate formats

**Skills and Abilities**

* Excellent communication skills
* Work across teams in a positive and constructive manner to achieve results

**You will play a key part in our organisational culture:**

**FORWARD THINKING** – Plans and prioritises effectively deciding what to do and what not to do

**RESPECT** – Is visible and approachable with colleagues

**PROFESSIONAL** – Demonstrates an awareness of the political context in which decisions are made

**PRIDE** – Creates a positive and upbeat culture amongst colleagues

**ONE TEAM, ONE COUNCIL** – Builds effective relationships outside their immediate team