

**CAMPBELL PARK COMMUNITY COUNCIL**

**JOB DESCRIPTION**

<b>Post title:</b>	Caretaker
<b>Reports to:</b>	Senior Caretaker + Estates Manager
<b>CPCC Grade</b>	Grade 2 (SCP 4-6)
<b>Working hours:</b>	16 hours
<b>Contract type:</b>	Permanent

**MAIN PURPOSE OF THE POST:**

To clean and maintain the buildings and sites owned and operated by CPCC, ensuring their safety and security in accordance with the duties below.

**MAIN DUTIES:**

1. To facilitate the use, cleaning and maintenance of all CPCC buildings and sites, ensuring all CPCC guidance is followed, and high standards are maintained.
2. To make sure the buildings are secure whenever they are left, all doors and windows shut, alarms set correctly, and that all taps, lights and electrical appliances are off.
3. To ensure on noticing an emergency, that the appropriate services are informed as soon as possible, and to ensure your own safety in such a situation.
4. To open and close the centres for hirers and contractors as required and assist them with any queries pertaining to the centres for their events. To carry out viewings for potential hirers as required.
5. To ensure when introducing new hirers to the building (and periodically reminding regular hirers) that they are familiar with all health and safety procedures, especially fire and evacuation procedures.
6. To ensure all users adhere to the terms of use, and any breach of these terms is reported to the Estates Manager immediately.
7. To clean the centres after each use of the building as required, and in accordance with the check sheets provided. Use the notebooks provided to detail any cleaning tasks outstanding.

8. To ensure that all furniture is always used and stored correctly. To ensure all other fixtures and fittings are present, clean and safe, reporting any loss or damage to the Estates Manager immediately.
9. To ensure all used stock is properly recorded, and any stock shortages are reported to the Senior Caretaker.
10. To ensure any maintenance issues are reported to the Estates Manager as soon as they are noticed, and make sure any safety concerns are dealt with before there is any risk of harm to a building user.
11. To follow all guidance on behaviour and building safety at all times. To represent CPCC and its values to all users and visitors to CPCC owned and managed properties and sites.
12. To carry out any other task deemed necessary for the operation of the Council's business. Note: This job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and the Council in understanding the prime function of the post. It should not be regarded as exclusive or exhaustive as there may be other duties and responsibilities associated with and covered by the grading of the post.