

**TOTNES TOWN COUNCIL**

**JOB DESCRIPTION – CARETAKER & MAINTENANCE ASSISTANT**

The post is part time (25 hours per week) and the working hours will include evenings and weekends.

This post will be line managed by the Finance, HR & Lettings Manager.

**Job Purpose**:

The post will have two elements, Caretaker for the Council’s buildings including out-of-hours opening and closing for lettings, and providing support and assistance to the Town Maintenance Officer in maintaining the Council’s buildings, grounds and the appearance of the town.

**The Caretaker & Maintenance Assistant’s primary responsibilities and duties are:**

Fulfilling the role of Caretaker for the Civic Hall and Guildhall

* Being a key holder and recognising the responsibilities that this entails such as out of hours opening and locking of the venue and the ability to be the emergency ‘on call’ contact for hirers.
* Setting up and taking down tables and chairs as per hirers’ requirements.
* Checking the building after hirers.
* Checking regularly for H&S or repair issues and carrying out routine H&S checks as directed.
* Undertake any additional cleaning required over and above the commercial cleaning routine.
* Waste disposal.
* Demonstrating the use of equipment to hirers.
* Assisting hirers with any unplanned issues or requirements during their hire session.
* Be willing to undertake training that is appropriate to the role.
* Being aware of and working to COSHH.
* Work to a flexible and adaptable timetable.
* Excellent time keeping.
* Knowledge of Health and Safety responsibilities.
* Basic DIY and maintenance duties.

Responsible for assisting the Town Maintenance Officer with the maintenance of the Town Council’s facilities, buildings and assets as part of scheduled maintenance programmes or as such repairs become necessary.

* Assist with maintenance and improvement work to Town Council and public owned property. This will include litter picking, graffiti removal, painting and general maintenance.
* Assist in general clearing/cleaning of town areas as directed.
* Undertake a range of horticulturally based maintenance activities including the cutting and strimming of grass, hedge cutting, pruning, planting, weed control, watering of planters and footpath maintenance. Removal of litter, detritus, weeds, general arisings and dumped items.
* Use a range of hand and power tools.

To foster a good working relationship with other authorities. Identify and report issues to statutory bodies, as and when issues occur outside of the Town Council’s remit.

To participate in providing neighbouring parishes with maintenance support as directed by the Town Clerk, the Finance, HR & Lettings Manager and the Town Maintenance Officer.

To drive the Council’s vehicle when necessary and ensure it is operated in a safe manner in accordance with manufacturers’ guidance.

To ensure the Councils policies and procedures are carried out in relation to the financial administration of the Council.

Policies

* Carry out all duties in accordance with Totnes Town Council’s adopted policies
* Carry out all duties in accordance with the Town Councils Equality & Diversity Policy. It is the duty of the post holder not to act in a prejudicial or discriminatory manner towards members of staff, visitor or members of the public. The post holder should also counteract such practice or behaviour by challenging or reporting it to the Clerk
* Carry out all duties being mindful of the Town Councils obligations under the Disability Discrimination Act 1998
* Attend to the health and safety of self, other people and resources whilst at work and cooperate with colleagues to comply with the Health and Safety at Work Act 1974
* Be aware and compliant with General Data Protection Regulations.

To actively and positively contribute to the appraisal process and to follow up agreed actions. Undertake such training or attendance at conference or relevant events as shall be directed by the Town Clerk