



## **COUNTSTHORPE PARISH COUNCIL JOB DESCRIPTION**

**Job Title:** Caretaker

**Responsible To:** Parish Council Manager / Assistant Parish Council Manager

### **Overall Responsibilities**

To be responsible for opening and securing the Village Hall week day evenings and weekend functions as required. This position is a job share opportunity.

### **Main Duties and Responsibilities**

To be responsible for opening and securing the Village Hall for weekday evenings, Monday to Friday and for weekend functions as required.

To liaise with the Parish Council Manager for Assistant Parish Council Manager as required.

To liaise with the Assistant Parish Council Manager with regard to hirers' requirements.

Have a flexible attitude and work with a willingness to cover annual leave, sickness leave as required.

Willingness to work independently as a Lone Worker.

Operate an alarm system. A good knowledge of operating an alarm system is required.

The caretaker will be expected to unlock the double gates and, on occasions, barriers for access to the rear car park. The caretaker must check the rear car park at the end of the evening before locking the gates.

For weekend functions, the Caretaker will be required to greet hirers, and go through the information and safety advice sheet pointing out all aspects of Health & Safety.

Ensure rooms are tidy prior to function and replenish washroom/kitchen facilities if necessary.

To ensure that relevant facilities are available to the hirer as required, such as access to the crockery, music system, etc.

On securing the building at the end of the evening the caretaker must visit each room in the building to ensure that all persons have left the building. Lights, heaters and gas cookers (even if they have not been used) to be checked and turned off if necessary. Windows and internal doors must be closed and locked. Blinds in lounge to be closed.

This a keyholder post. If the alarm is activated, the Caretaker will liaise with Secom Alarms to either re-set the alarm system via instructions over the telephone or await the arrival of an engineer.

Personal Alarm to be carried when on duty.

Report any damages or issues that need attention to the Parish Council Manager/Assistant Manager as soon as possible.

On occasions you may be required to open up / close the Library.

To adhere to the requirements of the Parish Council's Health & Safety Policy, including awareness of COSHH procedures.

To attend training if required.

This job description is provided to assist the jobholder to know the main duties of the role.

Countesthorpe Parish Council could from time to time amend your job description and you may be requested to undertake other duties as necessary to meet the requirements of the Village Hall.