

BIRSTALL PARISH COUNCIL - JOB DESCRIPTION
HALLAM FIELDS HALL – WEEKEND CLEANER / CARETAKER

Post Ref:	Part Time Weekend Caretaker / Cleaner
Job Title	Hallam Fields Hall Weekend Cleaner / Caretaker
Hours of Work	4 hours per week – Saturdays and Sundays, there may be some requirement during the evenings and to work additional hours in the evenings and during the week to cover for staff absences or holidays.
Job Purpose	<p>To ensure that the Council’s facilities are maintained to high standards of hygiene and cleanliness. The post holder to act as a custodian of keys to the various premises and to open and close the facilities for <u>occasional hirers</u> as required both during the week and at weekends as part of their normal working hours. The Council does not envisage that the Premises Caretaker will attend callouts in respect of emergency situations as a result of alarm activations.</p> <p>Carry out cleaning duties and to take a flexible approach in order to meet the service and building user requirements. General cleaning duties should be carried out during the week at times to fit in with the day to day use of the facilities. Further cleaning may be required at the weekend following Friday and Saturday bookings depending on the condition in which the facilities have been left.</p>
Responsible To:	The position reports to the Clerk (Deputy Clerk in the absence of the Clerk)

<p>Main duties:</p> <p>Cleaning and Servicing:</p> <p>a) To clean and service to a high standard on a regular planned basis the letting facilities of Birstall Parish Council as specified in the attached Schedule.</p> <p>b) To ensure that all letting facilities are fully equipped and available for hire as necessary.</p> <p>c) To ensure that the letting facilities remain tidy and that all furniture and equipment is appropriately stored after use.</p> <p>d) To monitor stocks of cleaning supplies and other consumables and to advise the office staff to ensure that they are replenished in good time.</p> <p>Setting-Up:</p> <p>To assist with (if required) the setting out and subsequent removal and securing after use of chairs, tables and other equipment provided in the various letting facilities.</p> <p>Management of Systems:</p> <p>To manage and adjust the systems and services within the letting facilities as and when required with particular regard to:</p> <p>a) Regulating the heating system to ensure that an adequate level of heating is maintained while ensuring the unnecessary usage is avoided.</p> <p>b) Supporting the policy of maximising the Parish Council's assets by responding flexibly to the cleaning of rooms after lettings within all facilities.</p> <p>c) Ensuring that holidays are agreed in advance with the Clerk (Deputy Clerk in the absence of the Clerk).</p> <p>d) To provide cover for holidays and illness of the Parish Councils facilities Caretakers. To unlock and lock for the hirers of the Parish Councils other facilities, namely the Village Hall and the Day Centre, and unlocking and locking gates to premises (list to be provided).</p>

e) To receive and be aware of the Parish Council's Health and Safety Policies and implement the responsibilities as an employee with particular notice to COSHH and manual handling.

f) Fulfilling the necessary administrative tasks associated with the responsibilities of the post e.g. receipt of booking schedule reports, Time sheets, maintenance / fault reporting.

Maintenance:

To ensure that the Clerk (Deputy Clerk in the absence of the Clerk) is promptly informed of any maintenance issues and to report on any bookings with adverse outcomes, in respect of abnormal cleaning activities, damages, etc.

Supervision of premises to:

a) Monitor the activities in the letting facilities to ensure that hirers comply with the Letting Facilities Terms and Conditions of Hire and other statutory requirements.

b) Open and close the facilities (where necessary) at times appropriate to the booking schedule and to secure the premises when the letting facilities are not in use.

c) Retain custody of the keys to the letting facilities. Keys may only be loaned/provided to hirers or other third parties by the Clerk.

Context

The context of the job relies on the Council's facilities being in a clean and presentable position to give satisfaction to the hirers.

The caretaker role requires flexibility with the post holder acting in conjunction with the Clerk (Deputy Clerk in the absence of the Clerk) in relation to the booking schedule ensuring that all proposed bookings are accurately communicated to enable the required standard of preparation to take place.

The post necessitates flexible working hours, the number of hours being defined within the post holder's contract of employment and therefore the post holder may incur some unsocial working hours.

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 Parish Council in understanding the prime function of the post.

This job description is current at: January 2022

Management has the right to vary the duties after consultation with you.

Print Name: _____ Signed: _____ Dated: ___ / ___ / _____

SCHEDULE OF DUTIES

BOOKINGS

Before each booking

1. Check the cleanliness of booked facilities, including toilets, floors, kitchen, tables, chairs
2. Check supply of consumable items – toilet rolls, soap, paper towels, cleaning requisites, etc
3. Set heating to required level (if needed) –under-floor heating system requires programming 24 hrs in advance.
4. Unlock appropriate doors for hirers

At booked time – Meet hirer at the time of their booking and inform them of the following:

1. Operation of lighting
2. Explain kitchen and toilet facilities
3. Explain heating arrangements and that the thermostat is pre-set and cannot be altered.
4. Explain useful contact details.
5. Location of fire extinguishers and emergency exits
6. Agree procedure for locking the facilities at the end of the booking. They must not vacate the premises until the caretaker arrives to check and lock the premises.

At conclusion of booking

1. Inspect the facilities to ascertain all is generally in an acceptable order – any damage to be brought to the attention of the Clerk (Deputy Clerk in the absence of the Clerk) who will advise the hirer
2. Secure any lost property and advise the Clerk (Deputy Clerk in the absence of the Clerk) of items that have been left by hirers.
3. Ensure that all is tidy for the next booking, particularly after late Saturday and Sunday bookings
4. Check cleanliness of the fridge and that no food has been left, and that the kitchen is in a hygienic condition
5. Empty kitchen, washroom, and main room bins
6. Check all water taps are turned off
7. Ensure all windows are closed
8. Turn off all lights
9. Lock premises including shutters