



KNOWSLEY TOWN COUNCIL

JOB DESCRIPTION

Job Title:	Caretaker/Handyperson
Job Grade:	LC 1 Scp 5
Contracted Hours:	25 hours per week
Location:	All Town Council Premises/Facilities
Responsible to:	Town Clerk /RFO

Job Purpose

The post holder is responsible for helping to ensure that Town Council buildings, green spaces and play parks are clean, safe, secure and well maintained for all users. The post holder will help provide a positive and welcoming service to the community, support the day-to-day operation of Town Council facilities, and assist colleagues in the delivery of services.

Duties and Responsibilities

This is not a comprehensive list of all tasks which may be required of the post holder. It is intended to illustrate the general nature and level of responsibility of the work to be undertaken.

1. Building Management, Security and Cleanliness

- a) Ensure that Town Council buildings are opened punctually, adequately heated where required, and prepared for users. At the end of duty, ensure that all premises are left clean, tidy and secure.
- b) Maintain building security at all times, ensuring that key-holding procedures are followed and that premises remain as secure as reasonably practicable.
- c) Participate in a monthly rota for out-of-hours call-out duties in response to building alarm activations when Town Council buildings are closed, attending premises as required to assist in making the building safe and secure and reporting any issues to the Town Clerk.

- d) Implement measures to prevent waste and reduce energy consumption, as directed by the Town Clerk.
- e) Ensure that all unnecessary electrical equipment is turned off at the end of each duty or shift.
- f) Maintain adequate supplies of cleaning materials and equipment, including ordering, safe storage, stock rotation and minimising waste.
- g) As required and/or directed by the Town Clerk, carry out scheduled and reactive cleaning duties, including vacuuming, cleaning sanitary ware, mopping floors and polishing surfaces, ensuring high standards of cleanliness are maintained throughout Town Council premises.
- h) Undertake periodic litter picking internally and externally, and brush, sweep and remove debris as necessary.

2. Repairs and Maintenance

- a) Report all defects relating to the structure, fabric, furnishings, fixtures and equipment of Town Council premises to the Town Clerk.
- b) Undertake minor repairs and maintenance to Town Council premises, furnishings, fixtures and equipment, where appropriate and as directed by the Town Clerk, for example redecoration and changing light bulbs.
- c) Monitor contractors and help ensure that repairs are carried out in a timely manner and to the required standard, referring any concerns to the Town Clerk.
- d) Undertake periodic inspections of the Town Council's green spaces and play parks, removing any immediately identified hazards where safe to do so and reporting any other issues to the Town Clerk.

3. Communication and Customer Care

- a) Promote the facilities of the Town Council to current and potential users, where appropriate, in order to support and maximise usage.
- b) Provide a high standard of customer care at all times and assist users, community groups and visitors in a courteous, helpful and professional manner.
- c) Support equality of access and fair treatment in service delivery.

4. Health and Safety

- a) Help ensure the security of Town Council buildings, including undertaking regular checks and testing of fire alarms and other appropriate alarm systems, as required.
- b) Use equipment and materials safely and in accordance with manufacturer guidance, COSHH requirements and relevant health and safety procedures.
- c) Ensure the safe and secure storage of cleaning agents and other potentially hazardous materials.
- d) Ensure that all escape routes are kept clear from obstruction in accordance with health and safety requirements and that fire exit doors are operable during opening hours.

e) Carry out duties in compliance with relevant health and safety legislation, legislative requirements and nationally or locally agreed codes of practice.

5. Other Duties

a) Assist the Town Clerk and other authorised officers in the effective day-to-day operation of Town Council facilities and services.

b) Undertake such other duties as may reasonably be required by the Town Clerk, commensurate with the grade of the post and the abilities of the post holder.