

Job Description

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|------------------------|--------------------------|-------------------------|-------------------------|
| Post Title: | Caretaker | Grade: | 4 |
| Post No: | | | |
| Directorate: | Communities | Section: | Caretaking and Cleaning |
| Responsible to: | Housing Services Manager | Responsible for: | Civic Centre Cleaners |
| Location: | Civic Centre | | |

Overall Job Purpose:

To carry out the caretaking function at the Civic Centre site, including maintaining security of the buildings and grounds, and supervision of cleaning staff

Key Tasks & Responsibilities:

- To open and close the Civic Centre site and buildings, carry out security checks and operate the alarm system
- To supervise cleaning staff and maintain adequate supplies of cleaning materials
- To prepare rooms, furniture and equipment, including vending/drinks machines, for a range of activities and functions in accordance with bookings, liaising with organisers as necessary, ensuring that needs of customers and colleagues are met
- To attend to general maintenance issues, replacing consumable items, carrying out small repairs and reporting building defects and faults to the Buildings Maintenance team
- To provide porter services at the Civic Centre site, including scheduled porter duties (handling deliveries, assisting with office moves, etc) and responding to requests from colleagues and visitors
- To ensure all corridors, stairwells, fire exits and public areas of the buildings are kept tidy and free from obstruction
- To undertake routine health and safety inspections, including ensuring alarm systems are operating effectively and carrying out weekly fire alarm checks, reporting incidents and issues to management
- To ensure bin storage areas and entrances to the buildings are kept clear, tidy and litter-free
- To carry out scheduled cleaning duties and attend to urgent requests for cleaning at times when cleaners are not available

- To replenish supplies of toilet rolls, soap and towels in all toilets
- To respond to out-of-hours call-out to security and fire alarms within 20 minutes
- To provide holiday and sick leave cover for caretaker colleagues
- To undertake any other reasonable duties commensurate with the grade of the post

Corporate Responsibilities:

The postholder will be expected:-

- To adopt a flexible approach to changing patterns of work and undertake such other duties as are consistent with the job purpose and grade of post
- To promote best practice in meeting the requirements of Health and Safety legislation and Council policy, and comply with other relevant statutory legislation
- To carry out duties in accordance with the Council's policy on equality and diversity
- To accept that everyone has a right to their distinct identity, treating everyone with dignity and respect and ensuring that what our customers tell us is valued by reporting it back into the organisation
- To provide quality services that are what our customers want and need, giving customers the opportunity to comment or complain if they need to, working with them to identify what needs to be done to meet their needs and informing managers about what customers say in relation to the services delivered
- To develop oneself and others making every effort to access development opportunities and contribute effectively by participating in the Council's performance management scheme
- To be responsible for Data Quality
- To demonstrate a high standard of probity in the use of council resources and where a nominated budget holder manage spending within available resources

Special Conditions:

(e.g. week-end work, shift allowance, car/telephone allowance)

A 37-hour week, alternating shift arrangement operates (alternates weekly, 2 weeks on, 2 weeks off)

Early shift: 06.30 to 14.30 (14.00 on Fridays)

Late shift 13.30 to 21.30 (21.00 on Fridays)

There will be an occasional requirement for later evening and weekend working

- The council operates a strict non-smoking policy

This Job Description is current at the date shown below. In consultation with you it is liable to variation by management to reflect, or anticipate changes in, or to, the job

Prepared by: David McArthur

Date: 25 February 2020

Post Holder Signature:

Date: