

JOB DESCRIPTION

JOB TITLE: Casual Caretaker **DATE:** May 2023

GRADE: 2

SECTION: Property **SERVICE:** Central

REPORTS TO: Office Superintendent

RESPONSIBLE FOR: None

PURPOSE OF ROLE:

You will be assisting the Office Superintendent to ensure a high standard of maintenance, cleanliness and security at the offices at Kings Hill and responding proactively to customer requests for assistance.

Always willing to assist others and flexible in your approach to work, you will be happy to work as a team member undertaking a range of tasks.

The role will be an ad-hoc arrangement, covering periods of absence within the caretaking team. Arrangements will always be made in advance. The shifts will generally be one of the following (Mon-Fri):

07:00 – 15:00

14:30 – 19:30

19:00 – approximately 22:00 in the case of covering evening Council meetings

KEY FUNCTIONS:

1. Assist the Office Superintendent in the undertaking of testing the fire alarms on a weekly basis.
2. To switch the office heating boilers on and off as required, overriding system defaults where necessary in order to maintain ambient temperatures.
3. To undertake minor repair and maintenance of fixtures and fittings as requested, reporting any other necessary repairs to Property Services.
4. To undertake cleansing duties, ensuring that hand towels are changed, and consumables are replaced.
5. To undertake the cleaning of the canteen and other office areas as required.
6. To assist in the preparation and closing of rooms for meetings and functions, making certain of their cleanliness and good order, and that any equipment used is returned to storage.
7. To assist in the in the receiving of goods and their safe storage or delivery to the requisition service, and the removal and portage of materials or equipment as requested, ensuring observance of safe working practises in respect of manual handling.

8. To provide cover for the Courier (If required) by undertaking the courier 'run'; receiving and delivering mail and goods between Council premises to strict timetables.
9. As necessary, to attend the offices out-of-hours in response to callouts concerning breaches of office security, informing the police and securing the building, and reporting any damage to Property Services.
10. As necessary, to cover periods of annual leave of the Office Superintendent or other daytime caretaker.

This job description has been prepared as a working document to identify the main areas of responsibility of the post. It is not intended to be a definitive statement of the duties of the post nor specifically to exclude any task which the post-holder might reasonably be required to undertake.