

FARINGDON TOWN COUNCIL

Leisure Services Assistant/Caretaker

JOB DESCRIPTION

Job Title: Leisure Services Assistant/Caretaker

Grade: SCP 5 - 12

Hours: 21 (Wednesday to Sunday to include evenings)

Reporting to: Facilities Manager

Main Duties:

1. Operating venues for hirers

- 1.1 Set up functions as instructed by Facilities Manager.
- 1.2 Opening and closing of venue at time requested ensuring building is secure after function.
- 1.3 Ensure venue is clean before and after function inc. walls floors and staging. Empty rubbish and ensure bin bags are available for hirers. Check toilets regularly ensure toilet roll and soap is always available.

2. Office and Venue Cleaning

- 2.1 Clean offices as directed by Facilities Manager.
- 2.2 Clean venues as directed by Facilities Manager.
- 2.3 Keep a check on cleaning materials and re-order via Facilities Manager.

3. Venues Maintenance

- 3.1 Carry out various maintenance duties to include re-decoration as directed by Facilities Manager.

4. Cleaning

- 4.1 Dust/clean offices and TIC (when open). Damp dust where appropriate including all windowsills. Clean all desks with anti-bacterial cleaner where possible.
- 4.2 Clean kitchen surfaces, behind bin, unit doors and floor.
- 4.3 Empty bins and replace liners in all offices.
- 4.4 Vacuum all carpets. Wet-vax carpets monthly to remove stains.
- 4.5 Clean toilets and hand basins. Mop floors. Clean behind basins and wipe all surfaces down leaving the facility in a sanitary condition.
- 4.6 Keep a check on cleaning materials and re-order via Facilities Manager.
- 4.7 Lock or unlock the building securely using the alarm system as appropriate.
- 4.8 Undertake any other duties as may be required from time to time.

5. Tidy Team

- To undertake Tidy Team jobs as requested by Facilities Manager.

- 6. Provide cover and assistance to other Leisure Services team members – to include maintenance of outdoor spaces**
- 7. To attend training courses associated with the work and role as required by the Town Clerk**
- 8. To undertake specific projects, as and when required**
- 9. To undertake such other duties as may be required from time to time commensurate with the level of the post.**

For all staff - You have specific responsibilities under Health & Safety legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do
- Cooperate on all issues involving health and safety
- Use work items provided for you correctly, in accordance with training and instructions
- Do not interfere with or misuse anything provided for your health, safety or welfare
- Report any health and safety concerns to your line manager as soon as practicable