**Gravesham Borough Council**

Directorate: Corporate Services

Department: Building & Facilities

Section: Facilities & Contracts

Post title: Caretaker

Reporting to: Facilities Manager

**Job description**

This job description is intended as a working document only, giving a guideline to the major tasks to be performed. It is anticipated that the post will develop as working practices change in order to meet the demands of the service, new legislation, or policies of the council. It is expected the post holder will contribute to and assist in the development of such changes.

**Job summary**

Responsible to the Facilities Manager for the day-to-day operations of the Civic Centre.

**Main duties and responsibilities:**

1 To be responsible for the unlocking and locking of the Civic Centre carrying out Health and Safety checks as part of the process.

2 To complete all daily tasks enabling the Civic Centre to function correctly, effectively and with any issues or defects being dealt with promptly and appropriately.

3 To set up and prepare Committee Suites, Meeting Rooms and other areas as directed by the Facilities Manager and/or Building and Facilities Team. Ensure Committee Suites, Meeting Room and other areas are clear of debris and presentable

4 To exercise a good understanding of all Health & Safety practices

5 All staff are expected to work for the common good of the business and must always ensure excellent service and delivery.

6 To carry out all daily tasks including reactive and planned maintenance works as directed.

7 To assist and the Cleaning team where necessary and carry out cleaning machine work as directed.

8 To undertake checks of all office areas, including regular spot checks of staff kitchens and toilets including the public toilets. Remove any waste and abandoned furniture, to deal with any reactive or requests for emergency cleaning.

9 To set up and prepare meeting rooms ensuring tea and coffee facilities are set up if required and meeting rooms are clear of debris and mess ahead of meeting start times.

10 Regularly review cleaning materials, maintenance materials, tea and coffee supplies and to advise Facilities Manager when replacement stock is required.

11 To report all building defects via the BFM Service Desk and actively engage with the platform to complete daily tasks, manage reactive and planned maintenance tasks.

**General**

1 To be part of the emergency response team for the Civic Centre / Woodville which covers fire and other emergencies.

2 To be part of the out of hours response team for the Civic Centre / Woodville and other buildings as directed.

3 During elections the Caretaker will ensure that the Civic facilities are set up to suit the needs of the election team and assist with operational and logistical requirements.

4 To carry out such other duties as may be required of you, commensurate with the grade and level of responsibility, as directed by management.

5 To participate as required in the Council’s Emergency Planning Operations which may involve duties outside the post holder’s normal job description and contracted hours.  In the event that an incident has occurred which disrupts the council’s ability to deliver it’s critical functions, the post holder will be expected to participate in the recovery stage which may include undertaking duties within the post holder’s competencies in other departments and/or at other locations.

6 A commitment and contribution to the Council’s Equal Opportunities Policy is an essential requirement of the post.

7 The post holder will carry out all duties and activities having regard to the provisions of the Health and Safety at Work Act 1974, and in accordance with any instructions from senior members of staff under that Act or any Council or Departmental Codes of Practice or Procedures.

8 The post holder must ensure that data quality and integrity is maintained and that data is processed in accordance with council policy, the Data Protection Act, the Freedom of Information Act and other legislation

9 The post holder will comply with Statute and Council Policy in all respects.

10 An awareness and commitment to section 17 which places a statutory duty on police and local authorities to work in partnership to reduce crime and promote community safety. It is also required that community safety is to be a thread running through all functions of the LA

11 A commitment to excellent customer service and the values of the Council

**Person Specification**

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| **CHARACTERISTIC** | SPECIFICATION | |
|  | ESSENTIAL | DESIRABLE |
| SKILLS/ABILITIES (Specific skills and abilities required to undertake the duties) | General handyman skills, ability to carry out, repair and maintenance tasks  Ability to undertake daily health and safety checks/inspections of the Civic Centre, Woodville and the Arts Centre and take appropriate action  Ability to work on both own initiative and as part of a team  Ability to prioritise and manage workload with minimal supervision  Ability to deal politely and courteously with members of the public, colleagues, council officers and contractors  Ability to estimate time and materials needed for assigned work tasks    Experience and ability to communicate effectively both verbally and in writing (email)  Able to accept instruction and seek clarification where necessary | IT Skills |
| KNOWLEDGE (Particular knowledge which will be necessary to perform the work effectively, e.g. of specific legislation or regulations) | To exercise a good understanding of Health & Safety practices  Must be able to demonstrate a wide range of maintenance skills and knowledge. |  |
| QUALIFICATION **TRAINING**  (Educational/vocational qualifications and other training) Verification will be required |  | First Aid Qualification  Full UK Driving License  An NVQ or relevant qualification in a building trade/  cleansing/maintenance  To undertake all training arranged, reasonable to position |
| EXPERIENCE (Level and type of previous experience) | Experience of working in a similar role | Experience within the building trade |
| QUALITIES (Particular qualities necessary to carry out the works, e.g. ability to work under pressure or work co-operatively in a team) | Awareness needed in respect of personal health and safety in relation to manual handling, sharps, dangerous substances and materials  Good Timekeeping  The post holder will need to be adaptable and be able to work in an environment that is subject to change  Trouble shooting skills and ability to react quickly to emergency situations  Good team player |  |
| SPECIAL CONDITIONS (e.g. willingness to work unsocial hours or wear a uniform) | Prepared to work a shift pattern and willing to occasionally work weekends to assist with events and out of hours. To change shift in the event of a colleagues absence in line with the working time directive.  Participate in the out of hours rota and be able to respond quickly if called out of hours  Willing to work additional hours within the needs of the service  Outside work will be required in all weather conditions  Maintain confidentiality at all times as appropriate  Ability to undertake manual handling duties and other physical demands required of the role in a daily basis |  |