

Job Description

Post Title:	Community Caretaker
Responsible to:	The Town Clerk
Hours of Work:	Monday to Friday 37 hours per week
Salary:	£24,294 pa
Purpose of Post:	To provide a daily check on the community halls. This involves overseeing the security, general maintenance and day-to-day upkeep of the halls and buildings managed by Woburn Sands Town Council, gardening at the halls, and to assist with the good overall appearance of the town.
Closing Date:	12 noon Friday 9 th February 2024

Overview of The Role:

Applications are invited for the full-time position of Caretaker for Woburn Sands Town Council. This is a job share position which together with our current Caretakers will give seven day per week cover.

The successful applicant will provide efficient and effective caretaking provision to the Town Council including ensuring that the security and general appearance of the buildings and surrounding areas are maintained, and overseeing the cleaning of halls, and tending to the gardens around the Summerlin Centre and Sport's Hall. The applicant should have good practical skills and be able to make minor repairs, if and when necessary, and be prepared to do spot cleaning if needed.

The buildings owned or managed, and maintained by the Town Council include: the Summerlin Centre, the Institute (Library), the Sport's Hall, Memorial Hall, including the Town Council offices, and the Old Fire Station. The public open spaces owned or managed by the Town Council include Memorial Green, Mowbray Green, the Recreation Ground, the three car parks and Edgewick Farm.

This position is to cover five weekdays, Monday to Friday, daytime only. Other staff are on duty weekday evenings and at weekends, but occasionally it may be necessary to cover sick or holiday leave.

The hours for this position are flexible but you will be required to make a daily check on the halls and be on call. For this reason, the successful applicant will need to either reside within Woburn Sands, or be local enough to make return journeys. The applicant will need use of a vehicle.

This job has a physical element, for example lifting, carrying and setting up furniture and equipment and carrying out basic gardening tasks; applicants will need to have a reasonable standard of physical fitness to enable them to carry out the duties needed.

Key Responsibilities and Duties

- Overall responsibility for locking and unlocking halls and venues managed by Woburn Sands Town Council
- Fire alarm tests, emergency lighting tests, and any other safety tests as required including keeping fire exits clear
- To be a key holder and be on call during the day
- To regularly check the condition of the halls. Overseeing the cleaning and maintenance to ensure our buildings are in a good state of repair, looking clean and presentable
- Occasional painting and decorating
- Ensuring furniture is put away properly and moving tables and chairs if necessary
- Tend to the Summerlin Centre and the Sports Hall gardens and planting around the car parks, including but not limited to mowing the lawn, trimming shrubs, weeding and planting
- General handy-man maintenance tasks including reporting issues to the Clerk that would require a contractor, and liaising with contractors as necessary
- To support the Bookings Manager in showing hirers around the halls, how to use the facilities and equipment
- Assisting with distributing deliveries to the correct buildings
- Assisting in keeping the High Street and public areas looking presentable
- Litter picking at the car parks and Recreation Ground
- Setting the heating for halls as necessary
- To read the gas, electricity and water meters and the solar panel meter when required
- Support the council to ensure appropriate Risk Assessments are in place and carried out as required
- Any other duties to support the Clerk and Bookings Manager in the general upkeep of the halls and the good presentation of the town
- To undertake any necessary training as and when advised

