



Royston Town Council

Caretaker/Cleaner Job Description

Part-time varied working pattern depending on hiring of halls. A flexible approach to work hours is essential. Average 20 to 25 hours per week. Monday to Friday daytime working plus Wednesday evening. Occasional weekend work.

Pay rate - £7.83 per hour weekdays and £9.80 per hour weekends.

The applicant will need to be reliable, security minded, used to working on their own initiative and dealing with the general public. The ability to lift and carry chairs and tables is essential.

Duties to include; opening and closing of the building, setting up of tables and chairs, clearing down after hirers to ensure the halls/toilets are ready and clean for the next hirers and to remain on site during the hiring sessions.

Record arrival and departure times of hirers.

Make sure all exit routes are clear of any obstructions inside and out.

Ensure all electrical equipment brought in by hirers is PAT tested and in date.

Inspection checks & repairs – any defaults should be reported to the office, so they can be reported to contractors for repair. All contractors should report to the office before commencing repairs to avoid any confusion.

Keep the outside of buildings clear of weeds, litter and rubbish including cellar steps.

Empty cigarette bins.

Check all doors are locked, windows are shut before leaving.

Twice weekly cleaning of the Town Hall (Mondays and Fridays).

Weekly cleaning of the Museum (day to be agreed).

Alarm Call point testing carried out weekly.

Legionnaire testing.

Put Posters on notice boards and put banners up when requested by the office.

Additional cover for when other members of staff are on leave will also be required.