



Royston Town Council

Part time Caretaker Job Description

Part-time varied working pattern depending on the hiring of halls. A flexible approach to work hours is essential. Various shifts to include daytime, evenings and 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.

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

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.

The role will also include providing occasional assistance to the Market Manager with setting up and taking down of the bi-weekly market.