



## **Royston Town Council**

### **Part time Caretaker/Cleaner/Market Assistant Job Description**

**Part-time varied working pattern, a flexible approach to work hours is essential. Various shifts to include daytime, evenings and weekends. Minimum of 15 hours per week.**

**Weekday caretaker shifts - £9.50 per hour**

**Weekend caretaker shifts - £11.00 per hour**

**Market shifts - £11.00 per hour**

**Cleaning shifts - £11.00 per hour**

### **Caretaking**

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, recording arrival and departure times of hirers, ensuring the halls and toilets are ready and clean for the next hirers and to remain on site during the hiring sessions.

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

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

Inspection checks & repairs – faults should be reported to the office, so they can be reported to contractors for repair.

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.

Shifts available weekdays, evenings and weekends.

### **Cleaning**

Duties to include cleaning all toilet and kitchen facilities within the Town Hall.

All floors to be swept, hoovered and mopped within the main halls, toilets, kitchen, entrances and stairwells. Other general cleaning duties to include dusting and cleaning all surfaces throughout, paying particular attention to sanitising high contact areas such as door handles, bannisters and light switches.

Make sure that all cleaning equipment is put away when not in use and ensure the halls entrance and exit routes are clear of obstructions.

The ability to carry equipment such as vacuum cleaners, buckets and mops will be essential.

Shifts on Monday, Wednesday and Friday mornings, approx. 2 hours.

## **Market Assistant**

Assistance to the Market Manager with setting up and taking down of the bi-weekly market. Preparation and inspection of the market site on market days including the putting out of cones or barriers.

Erection and dismantling of gazebos & tables as required by stall holders, at the start and at the end of the day and deploying weights as required.

Collecting rents and issuing receipts for payments received.

The ability to lift and erect heavy equipment is essential.

This will include early morning shifts on Wednesday and Saturday starting at 5.30am and closing shifts starting at 1.30pm, approx. 2 to 3 hours each.