



## **Royston Town Council**

### **Part Time Caretaker Job Description**

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

**Weekday caretaker shifts - £11.50 per hour**

**Weekend caretaker shifts - £13.00 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.

General maintenance to include occasional minor repairs, weeding, and clearing leaves and rubbish from around Town Council properties.

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.