



Royston Town Council

2 Part time positions available – Minimum of 20 hours per week each

Caretaker/Cleaner/Market Assistant

Part-time varied working pattern, a flexible approach to work hours is essential.

Various shifts to include daytime, evenings and weekends.

Weekday caretaker/cleaner shifts - £10.50 per hour Monday to Friday

Weekend caretaker shifts - £12.00 per hour Saturdays and Sundays

Market shifts - £11.00/£12.50 per hour Wednesdays/Saturdays

Job Description

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 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.

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.

Occasional general maintenance duties.

Shifts available weekdays, evenings and occasional 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 throughout and cleaning all surfaces, with particular attention paid 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.

Market Assistant

Assisting 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.

Deputising for the Market Manager in his absence including collecting rents and issuing receipts for payments received.

The role will include early morning shifts on Wednesday and Saturday starting at 6am and closing shifts starting at 12.00pm, approximately 3 hours each.

The ability to lift and erect heavy equipment is essential.