

**CUCKFIELD PARISH COUNCIL  
JOB DESCRIPTION**

**Job Title:** Weekend Hall Caretaker/Assistant at The Queen's Hall and Cuckfield Village Hall, Cuckfield

**Responsible to:** Lead Caretaker

**JOB PURPOSE**

To ensure the Parish Council buildings are secure by undertaking opening and locking up duties in accordance with the use of the halls on a daily basis. To maintain standards of safety and cleanliness as prescribed by the Parish Council and to be responsible for the setting up and closing of facilities as required.

**MAIN FUNCTIONS**

1. To maintain the premises in terms of safety and cleanliness as directed.
2. To act as key holder and to open and close the facilities as and when required ensuring that all security procedures are complied with.
3. To provide a welcoming and high quality service to hirers in respect of appearance of facilities and equipment to the Parish Council facilities. Assist in resolving any queries during the hire period.
4. To set up and dismantle furniture and equipment to meet the programme of use.
5. To supervise the use of the facilities by the public, ensuring that the safety standards are maintained and that furniture and equipment is used in a proper manner.
6. To make available to the users of the facilities appropriate furniture and equipment to enable them to make proper use of the facilities.
7. To provide, in his/her absence satisfactory arrangements for the appropriate duties to be carried out.
8. To ensure that all users of the facilities comply with current regulations, as well of those which may be introduced from time to time.
9. To observe the requirements of the Health and Safety at Work Act and to ensure the safety of self, work colleagues and users of the facilities, by carrying out duties in a safe manner, within guidelines as set out under the Act. Additionally to comply with any other Acts or Regulations governing the use of the facilities.

10. The cleaning duties will involve the use of electrical/mechanical equipment, where supplied, and the use of appropriate and approved chemicals.
11. Undertake regular inspections of the Parish Council's equipment used by hirers and ensuring all equipment including kitchen equipment, is clean and serviceable. Report any faults to the Parish Clerk.
12. To wear the uniform supplied by the Parish Council when liaising with hirers at the Halls.
13. To carry out such other duties as the Parish Council may from time to time reasonably require.

### **SPECIAL CONDITIONS**

14. The postholder will be required to work an average 5 hour week, including Friday, Saturday, Sunday and Bank Holidayss. The actual hours of work to be arranged with the Parish Clerk.
15. It will be necessary for the postholder to work hours outside the normal office hours as part of the normal week. There is no entitlement to shift or irregular hours pay or split duty allowance with this part-time appointment.
16. The postholder may also be required to work additional hours at weekends and on Public and Bank Holidays, in which case the appropriate enhancements will be paid.
17. The Council reserves the right, subject to consultation, to revise working hours and working arrangements at any time that this is thought necessary.

**PERSON SPECIFICATION**  
**Caretaker**

<b>COMPETENCY</b>	<b>DESIRABLE LEVEL</b>	<b>ESSENTIAL REQUIREMENT</b>
Qualifications	GCSE Grade C English and Maths	
Experience	Previous experience of being a responsible key holder Experience of shift working	
Communications & Related Skills		Excellent verbal communications. Ability to self-motivate and work alone, as well as in partnership with other Caretakers.
Inter Personal	Flexible and adaptable	Excellent customer service skills, with a can do attitude. Ability to time manage self and maintain orderly records.
Physical Abilities	Appreciation of health and safety, lifting, moving of objects and ladder work.	Physically able to move furniture to set up and clear rooms. To clean to a high standard.
Training	First Aid Manual Handling Health & Safety Ladders COSHH	Prepared to attend training courses when necessary.