



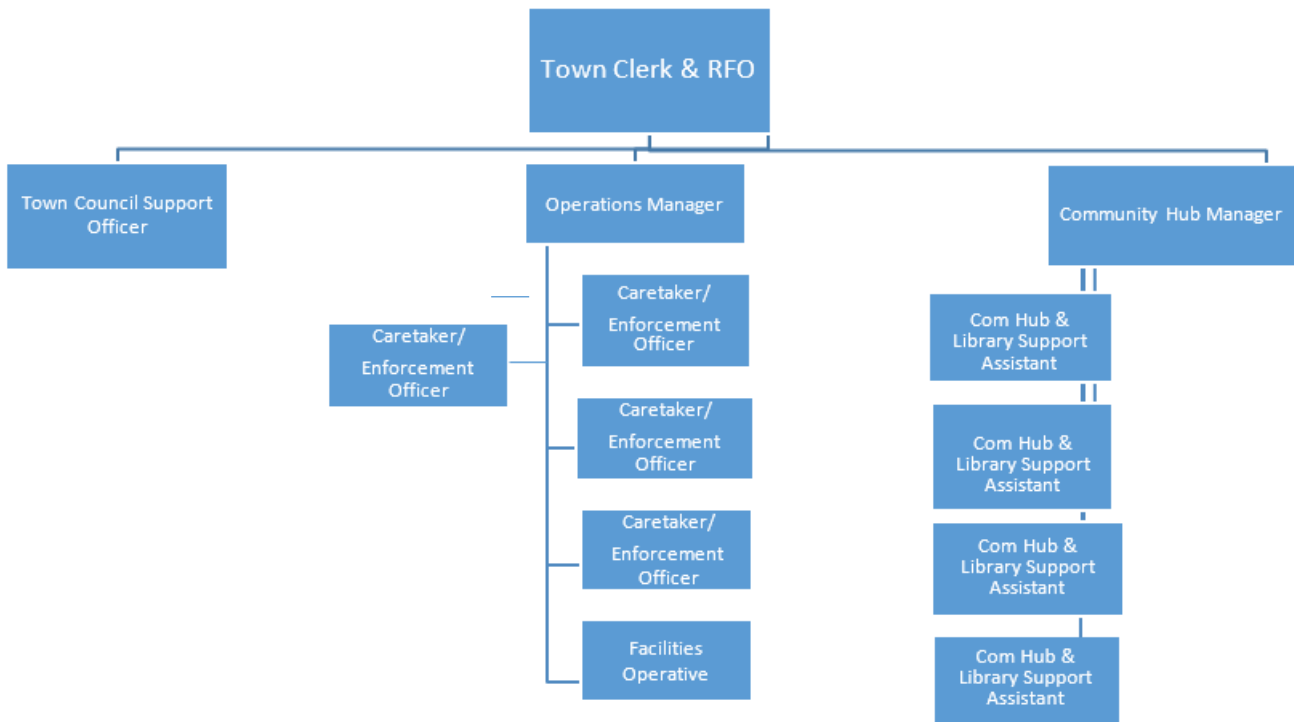
TORPOINT TOWN COUNCIL JOB DESCRIPTION

POST: - Caretaker (temporary)

SALARY GRADE: - NJC band (SCP 4 – 8)

REPORTS TO: - Operations Manager

Town Council Organisation Chart June 2024



PURPOSE OF POST:-

To ensure that the Council complex is maintained to a high standard of cleanliness and repair in accordance with the Council's Health and Safety and other policies. The post holder is also responsible for the cleanliness and aesthetics of the Council's external areas and assets and reporting any identified defects. The post holder will also maintain a high level of customer service and service delivery in relation to lettings and hiring.

Main Duties and Responsibilities

1. To ensure the Torpoint Town Council facilities are maintained to a high standard of cleanliness and good working order and update maintenance manuals as appropriate.
2. To be responsible for the security of the Town Council property including opening and closing after use.

3. To ensure that the premises and external surrounding area is kept to a good standard of cleanliness and repair and report any defects to the Line Manager.
4. To ensure that the premises are ready for occupancy by hirers and that any additional requirements are in place.
5. To undertake routine and annual inspections and tests of all equipment and facilities within the Council's portfolio.
6. To undertake the daily cleaning schedules of the public conveniences in Antony Road and Thanckes Park and ensure the facilities are maintained to a high standard.
7. To maintain the Council leased areas of Thanckes Park and other external areas and assets to a high standard including the application of herbicides where appropriate.
8. To carry out weekly inspections at all Town Council maintained sites, complete the appropriate documentation and submit the reports and documentation.
9. To take stock of the Council's consumables and durables.
10. To identify training needs and requirements and bring to the attention of the Line Manager.
11. Any other duties commensurate with the scale of the post as directed by the Line Manager.

Signed:

Date: