

# TORPOINT TOWN COUNCIL

## JOB DESCRIPTION

POST:- Caretaker

SALARY GRADE:- NJC point 10

REPORTS TO:- Town Administrator

### PURPOSE OF POST:-

To ensure that the Council complex is maintained to a high standard of cleanliness in accordance with the Council's Health and Safety and other policies. The post holder should also maintain a high level of customer service in relation to lettings and as directed by the Town Administrator.

### Main Duties and Responsibilities

To ensure the Town Hall complex is maintained to a high standard of cleanliness

To be responsible for the security of the premises including opening and closing after use

To ensure that the premises and external surrounding area is kept to a good standard of cleanliness and report any defects to the Town Administrator.

To ensure that the premises are ready for occupancy by hirers and that any additional requirements are in place

To undertake routine and annual inspections and tests of all equipment and facilities within the Council's portfolio as directed by the Town Administrator

To carry out the weekly inspections at the Skateboard Park and Benodet Park, complete the appropriate documentation and report back to Town Administrator

To operate and check that the heating system is in good working order

To stock take the Council's consumables and durables as directed by the Town Administrator

To maintain the Council leased area of Thanckes Park (to include the Skateboard Park and Benodet Park) to a high standard