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## **Sutton Parish Council**

### **Job Description –Facilities Caretaker**

#### **Job Purpose**

To ensure the security, care and availability of the Parish Council's buildings, furniture, fittings and equipment: to ensure a satisfactory physical environmental and to promote the efficient use of the facilities.

#### **Main duties and responsibilities**

1. Take responsibility for stock control of all caretaking and cleaning equipment and materials, prepare orders and submit these to the Parish Office
2. Monitor the routine safety checks undertaken by all caretakers (fire alarms, smoke detectors, emergency lighting, play area, etc), ensure paperwork is filled in correctly and promptly alert the Parish Office to any faults or problems
3. Implement a system of recording sheets for all maintenance faults and problems, to be signed off by the relevant contractor undertaking the work

#### **Specific duties**

1. Ensure the buildings and contents are secure.
2. Provide access to the buildings and grounds to authorised persons at all reasonable times.
3. a) Monitor the physical condition of the buildings, furniture and equipment and taking appropriate steps to ensure maintenance and repairs when necessary.  
b) Carry out maintenance and repairs to the buildings, furniture and equipment within the scope of a competent handy-person.

4. Operate the heating and lighting systems, monitoring usage and promoting energy conservation.
5. Porterage: in particular, laying out furniture and other equipment for timetabled activities without direct instruction.
6. Working with the cleaner and caretaker, ensure the cleanliness of all Council owned facilities.
7. Facilities to be cleaned in accordance with the facilities cleaning schedules.
8. Undertake miscellaneous duties of a practical nature as circumstances demand, or at the reasonable request of the Parish Clerk.
9. Undertake training provided by the Parish Council.

## **Specific Duties**

### **1. Security**

- 1.1 Work with the caretaking team to operate routine security arrangements to prevent/deter unauthorised access to the buildings and to minimise theft and vandalism.
- 1.2 Start of the day/before bookings: turn off alarm systems, unlock gates and entrance doors and check as far as possible that the premises have not been disturbed. Switching on of lights, checking water and heating system.  
  
End of the day/ after bookings: walk round premises, checking that windows are closed. Switch off lights and lock internal doors. Set alarm system and lock external doors and gates.
- 1.3 Request unauthorised users to leave the site, calling for the attendance of the police if necessary.
- 1.4 Carry out Parish Council procedures in the event of fire, flood, breaking and entering, and accident or major damage.

### **2. Access**

- 2.1 Provide such access to the facilities as may reasonably be required outside normal hours of opening, including access in the event of flood, snow or other similar emergency.

### **3. Maintenance**

- 3.1 Regularly inspect the physical condition of the buildings, furniture and equipment, (excluding carrying out specialist tests and inspections).
- 3.2 Carry out maintenance and repairs to the buildings, fixtures, fittings, equipment and furniture, minor improvement jobs and internal decorating, where such work is within the capabilities of a competent handy-person.

- 3.3 Replace light bulbs, fluorescent tubes etc. when necessary.
- 3.4 Ensure that all drains and gullies are free-flowing and clean. Clear any blockages.
- 3.5 Carry out routine procedures and inspection on ancillary equipment, e.g. pumps, batteries, window blinds.
- 3.6 Inform the Parish Clerk of any repairs or maintenance work beyond your competence and responsibility of the facilities team, including completing the relevant documentation.
- 3.7 Direct tradespeople and contractors to the site of repair and maintenance work and inspecting the work of contractors where there is requirement to sign a satisfaction note.
- 3.8 Ensure all caretaking and cleaning equipment is in a safe, clean and working condition.

#### 4. Heating and Lighting Systems

- 4.1 Operate the heating plant so that the required temperatures are maintained in the buildings and that an adequate supply of hot water is available. Carry out frost precaution procedures.
- 4.2 Monitor energy usage, including keeping records of consumption and the identification of trends.
- 4.3 Take steps to reduce energy consumption and, in conjunction with the Parish Council, promoting the awareness of other staff concerning energy conservation.

#### 5. Portering

- 5.1 Prepare for daytime, evening and weekend activities and lettings, clearing and, where necessary, cleaning up after these activities.
- 5.2 Arrange furniture for meetings as set out in the weekly diary and move furniture between rooms and buildings when necessary.
- 5.3 Take delivery of stores, materials and other goods, storing and/or moving them within the building as required.
- 5.4 Ensure that the grounds around the buildings are free from litter and excessive dirt and rubbish.
- 5.5 Empty litter baskets and bins, dispose of all rubbish and keep dustbin areas clean and tidy.
- 5.6 Replenish soap, toilet rolls and towels.

## 6. Cleaning

- 6.1 Ensure that the buildings and furnishings are cleaned in accordance with the Parish Council's standards and methods.
- 6.2 Emergency cleaning, e.g. spillages.
- 6.3 During quieter times, cleaning work will include any occasional or non-routine tasks that become necessary.

## 7 Health & Safety

- 7.1 Take appropriate remedial action and report working practices or usage conditions that may contravene the requirements of the Health and Safety at Work Act 1974 and the Fire Precautions Regulations.
- 7.2 Complete work records and other documentation as required by the Parish Clerk.
- 8.0 Specific duties in the village.
- 8.1 Assist Lengthsman in re-locating the MVAS and changing batteries according to the set rota.
- 8.3 Locking and un-locking of MUGA gates in accordance with agreed times and rota.

## Additional Duties

Carry out maintenance works in the village where required.