

BRIDPORT TOWN COUNCIL

<u>JOB TITLE:</u>	CARETAKER/CLEANER FOR BRIDPORT TOWN HALL
<u>BASE LOCATION:</u>	BRIDPORT TOWN HALL
<u>RESPONSIBLE TO:</u>	TOURIST INFORMATION CENTRE MANAGER BRIDPORT TOWN COUNCIL
<u>HOURS:</u>	15 -20 hours per week depending on events
<u>SALARY:</u>	Equivalent to SCP 13 (£8.54 per hour)

Objective: To assist the Tourist Information Centre in the smooth, effective & efficient running of Bridport Town Hall and all associated services.

Main Duties & Responsibilities

- To be responsible for all cleaning of the Town Hall and Tourist Information Centre (TIC). Working around Town Hall bookings and the TIC opening hours.
- Preparation and dismantling of various functions within the Town Hall, This can range from small meetings to large social/council functions. The post requires manual handling.
- Carry out daily cleanliness and weekly maintenance checks and report any issues to Tourist Information Centre Manager.
- To assist in opening and closing the Town Hall (as agreed) adhering to security and alarm procedures.

The duties and responsibilities of the post are not restrictive and the post holder may be required to undertake other duties from time to time, including cover for cleaning/caretaking in other Town Council buildings. Any such duties should not, however, substantially change the general character of the post.

Payment of salary will monthly based on completion of a time sheet.

The post is subject to a probationary period of six months.

OTHER CONDITIONS

1. National Joint Council Scheme of Conditions of Service as amended by the Local Agreement.
2. The postholder will be required to have a Criminal Records Bureau check.
3. This document is intended to cover the range of principal duties and areas of work relating to the post. It is intended to try and ensure that the employee is aware of the actual and potential range and level of duties and responsibilities and areas of operation, which may be required.

CARETAKER/CLEANER

PERSON SPECIFICATION

QUALIFICATIONS

Not required but any relevant qualifications would be an advantage.

EXPERIENCE

Experience of cleaning, security or caretaking would be an advantage.

SKILLS

Good communication skills at all levels.

Able to use relevant equipment competently, without supervision.

Ability to work well with a wide range of people and as part of a team.

To attend training courses as part of continuing personal development, as required by the T, to enhance skills and to carry out the duties of the post.

Possess a flexible and adaptable approach to work (be available to work outside normal working hours including weekends, bank holidays and occasional evenings).

KNOWLEDGE

Knowledge of the Bridport area and work of the Town Council would be an advantage.