



## BRAUNTON PARISH COUNCIL

### Job Description

**Post Title:** Relief Caretaker

**Salary Grade:** SCP 2 - 3

**Responsible to:** Parish Clerk

**Responsible for:** None

**Place of work:** Parish Council Office, Chaloners Road, Braunton, EX33 2ES

**Hours:** Minimum of 5 hours and additional hours as required (Tuesday – Sunday).

Provide holiday and sickness cover for Caretaker up to 17 hours per week (Monday – Saturday).

#### Key Responsibilities

- Every day the entire premises must be inspected to ensure that it is clean and tidy. Where necessary the hall and associated rooms should be swept, hoovered and mopped, all toilets cleaned and left in a sanitary condition, bins emptied and soap, toilet roll holders and paper towels refilled.
- Each attendance to open and close the hall or associated rooms, will attract half an hour's remuneration.
- The caretaker/relief caretaker maybe required to arrange furniture if requested by the users of the Hall and associated rooms. If the premises are used by more than one organisation during the day the caretaker may be required to attend between bookings to clean, tidy and rearrange furniture as required, empty kitchen bin and ensure hall etc are ready for the following booking.
- To service the Work Hub Wednesday - Friday.
- The caretaker/relief caretaker is responsible for the security of the buildings at all times. It is the caretaker's responsibility to ensure that the building is properly secured at the end of the day.

- The caretaker/relief caretaker will be responsible to the Council and will report to its Clerk at the earliest opportunity any infringement of the Council's regulations or any damage incurred by the lessees.
- The caretaker/relief caretaker will be provided with a list of bookings for each coming fortnight.
- To undertake any additional duties relevant to Council business which may be required as directed by the Clerk.