

JOB VACANCY



Portishead Town Council

CARETAKER - PART TIME

Portishead Town Council requires a Caretaker to join its Community Hall team, with primary responsibility for cleaning and caring for the Folk Hall in Portishead.

Around 20 hours a week to be worked Monday to Wednesday, including some evenings and call-out responsibilities. However, there is some flexibility in working days/times and some additional weekend working may be required.

Duties will include opening and closing of the building, cleaning, arranging rooms for hire, safety and maintenance checks and generally ensuring it is presentable and safe for users. No specific experience is required, but applicants must be reliable and able to communicate effectively with the public. Although experience in cleaning and building health, safety and maintenance procedures would be an advantage.

Applicants should live locally

Salary £9.30 per hour
+ 28 days holiday (full time, prorate for part time position)
+ workplace pension with 5% employer contribution

Please apply with a completed job application form.

For job description and application form visit the Council's website www.portishead.gov.uk/Job-Vacancies or by emailing: office@portishead.gov.uk

Closing date for receipt of applications - Sunday 20th September 2020.

Interviews are expected to take place on 24/25th September
Start date ASAP

PORTISHEAD TOWN COUNCIL
CARETAKER – THE FOLK HALL
JOB DESCRIPTION

POST TITLE: Caretaker – The Folk Hall (Predominantly)

RESPONSIBLE TO: The Town Clerk (and Administration Officer)

HOURS OF EMPLOYMENT: Core 20 hours a week to cover duties from Monday to Wednesday. However, additional hours and days may be possible within the wider caretaking team. Evening working is required, although there is some flexibility and autonomy around when work is done based around use of the hall. Occasional out of hours call-out and weekend work may also be required.

GENERAL ROLE:

The caretaking role is to look after and maintain the Folk Hall in a clean and safe condition and to provide a professional and friendly experience for those hiring the hall. The individual will work in a proactive and autonomous manner as there is flexibility in working times based around the use of the hall. Although cleaning and locking up after the last hire is generally required. As the primary custodian of the hall you will also be responsible for identifying maintenance and improvement tasks, conducting maintenance checks, and working with external contractors to ensure the efficient running of the hall.

MAIN DUTIES:

1. Morning opening of the hall, checking facilities, hall safety and security for use.
2. Daily cleaning of hall and office areas to a high standard, normally at the end of the day. However, some cleaning is required between hires during the day whilst Covid-19 measures are in place.
3. Assisting with hall health and safety processes and conducting safety and maintenance checks.
4. Maintenance and minor repair/renovation work as may be agreed from time to time.
5. Setting up hall tables, chairs and other equipment as may be required by hirers and for evening council meetings.
6. Closing of hall (after last hall use), ensuring it is locked and secure, including setting of alarms and setting up equipment for the first session the next day.
7. Responding to alarm and other building callouts.
8. Providing occasional holiday and sickness cover for other members of the caretaking team at three hall locations in Portishead.
9. Assisting hall users in a friendly and professional manner with their requirements for hall use.
10. Any such other reasonable duties as may be agreed from time to time.

MAIN TERMS:

- **Pay** of £9.30 per hour, subject to annual review.
- **Paid Holiday** of 20 basic days increasing to 23 days after 5 years' service (pro-rata for a part time position).
- **Public Holidays** of 8 paid public holiday days (pro-rata for a part time position).
- **Workplace Pension** subject to Automatic Enrolment rules with employer contribution of 5% of pay (current employee contribution rate is also 5%).

Appointment is subject to satisfactory references, right to work and DBS checks.

North Somerset Times Advert

	Portishead Town Council Caretaker - Part Time
<p>To care for and clean the Folk Hall in Portishead. 20 hours a week, Mon to Wed with evening and call-out duties. Some flexibility for additional hours including weekends.</p> <p>£9.30 p.h. for 20 hr contract + holidays + pension</p> <p>Apply by Monday 21 September Interviews 24/25 September Start date ASAP</p>	
<p>For application forms and information www.portishead.gov.uk/Job-Vacancies e: office@portishead.gov.uk</p>	