STILTON PARISH COUNCIL

JOB DESCRIPTION AND PERSON SPECIFICATON

Job Title	Amenities Caretaker
Employer	Stilton Parish Council
Location	Stilton Pavilion/around the village
Hours	10 hours per week
Salary	From £14.21 (SCP18-23 LC2 below substantive)
Responsible to:	Clerk, Stilton Parish Council

Main Purpose of the Role

The Amenity Caretaker will be responsible for the day-to-day maintenance of Stilton Pavilion and other Parish Council assets. They will help ensure smooth running of the Pavilion and seek to make sure that the needs of users are properly addressed and that statutory/Parish Council requirements for the Pavilion are met. Minor repairs and day-to-day maintenance of other Parish Council assets like play areas, notice boards, bus shelters, bins and the telephone box may need a level of upkeep which could be included in the work load, subject to availability and personal capabilities.

The Caretaker will be under the supervision of the Clerk yet will work closely with the Pavilion Administrator, Pavilion Cleaner and Village Caretaker to maintain the Pavilion and ensure the facility runs well.

The Caretaker will liaise with the Clerk to attend to additional maintenance jobs within the Parish that require attention. A degree of flexibility will be required to provide the necessary support.

Key Duties	
1	Contribute to the running of Stilton Pavilion and Stilton Parish Council assets to ensure a high standard of maintenance and repair, internally and externally.
2	When required, ensure the Pavilion is opened and closed in accordance with the agreed procedure.
3	Ensure the Pavilion is alarmed and secured when required, acting as a responder to emergency call-outs.
4	To carry out regular maintenance tasks ONLY within capabilities, or within current legislation – e.g., Pavilion bin emptying, power washing the patio areas, keeping open areas swept and free of litter, checking the Skate Park, Pavilion Play Park and Community field for any issues requiring attention, replacing bulbs, tap washers, etc.
5	To help ensure the cleanliness of the Pavilion by assisting cleaning staff, identifying and carrying out cleaning/maintenance issues, liaising with the Clerk/Pavilion Administrator when required.
6	Prepare the Pavilion for hire and future use after hire advising the Clerk or PA of any problems. This will involve setting up tables/chairs, cleaning tables/chairs after use, checking for any maintenance issues and packing away post event for timetabled events.
7	Ensure equipment is maintained in a clean, safe, working condition and in compliance with health and safety.

8	To undertake other related duties from time to time, as required and following prior consultation.
10	Report to quarterly AMC committee meetings.

The council is committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

This job description is not intended to be either prescriptive or exhaustive, it is issued as a framework to outline the main areas of responsibility.