

## Role Profile

Role Title:	<b>Bank Caretaker</b>
Department:	Operations
Reporting To:	Caretaker Manager / Operations Manager
Hours:	Flexible
Salary	Starting salary SCP 7 £11.63 per hour (rising to SCP 12 - £12.73 per hour)

## Overview

Woughton Community Council is the council closest to the communities of Netherfield, Coffee Hall, Eaglestone, Tinkers Bridge, Leadenhall, Peartree Bridge and Beanhill. Supporting a population of around 14,000 people, the parish has some challenges but is a vibrant and welcoming community. An innovative and forward-thinking council, we are committed to the highest standards of delivery in everything we do.

We are looking for people to join our caretaking team on an 'as and when needed' basis. These people will take responsibility for our facilities, ensuring they are maintained to best practise.

Taking pride in our community venues and ensuring they are usable for our residents/service users is the most important part of the role. Opening and closing for bookings whilst maintaining proper cleaning practises between bookings will form the majority of the work. You will be the official representative of Woughton Community Council, acting as a first point of contact for people using our facilities. A friendly, amicable personality is necessary.

We are looking for a competent individual who enjoys working as part of a team.

With a committed, passionate team in place, the right applicant has a chance to make a real difference to the lives of local people, whilst developing professionally in a friendly and supportive environment.

## Key Duties

The key duties, include, but are not limited to, the following:

### Caretaking

*The 'bank' role will include some of the bits below but will be determined by the needs on the day. The areas marked with an asterisk (\*) are considered to be the ones most likely to be needed within this specific role.*

All Caretakers are expected to manage their own workload to ensure a centre which is best serviced. The following principal accountabilities are to be applied and maintained on a frequent basis depending on the centre's need:

- Monitor and replace consumables i.e. Soap, handtowels, toilet roll, tea towels etc.\*
- Responsible for reporting any need for more cleaning supplies to the Caretaker Manager. \*
- Dust windowsills and Skirting boards
- Check toilets before and after centre use\*
- Clean all toilets and sinks.

- To operate building security measures as outlined in Caretaker policy. \*
- Wet wipe doors
- Check for, and clear cobwebs.
- Polish Floor
- Attend staff meetings where appropriate.
- Any other reasonable duties as may be required from time to time by your Line Manager (RFO / Operations Manager)
- Responsible for punctual and efficient opening/closing for all bookings. \*
- Responsible for ensuring availability as per Centre availability.
- Responsible for checking centre standards after booking has finished and filling in caretaker checklist. \*
- Responsible for escalating any penalty charges to RFO – as per Caretaker Policy.
- Responsible for complying with Health and Safety policies.\*

## Person Specification

### Essential

- Excellent interpersonal skills
- Reliable, with excellent time-keeping skills.
- Ability to work both independently and as part of a team.
- Ability to be discreet, diplomatic, reliable, and trustworthy.
- Effective prioritising and communication
- Multitasking and initiative

### Desirable

- Previous experience within caretaking environment
- Diary co-ordination
- Knowledge of COSHH and RIDDOR.
- Awareness of confidentiality and GDPR.

### In return we offer:

- We are a Living Wage employer and offer a competitive salary range.
- We offer flexible working options.
- We are a Mindful employer, supporting positive mental health and wellbeing.
- We encourage access to training and development opportunities, with excellent levels of support and a focus on professional development.
- We offer a 'Bike to work' loan scheme, providing tax free loans for bikes and cycling equipment.
- We offer an excellent Local Government pension scheme, good levels of annual leave and excellent terms and conditions (including annual incremental pay rises, sick pay, dependents leave, etc.)