



## **Bude-Stratton Town Council**

<b>Job Description:</b>	<b>Facilities Operative (Outdoor/Gardener/Maintenance/Caretaker/Cleaner)</b>
<b>Salary:</b>	Scale Points 9-16 (currently £15,375 - £17,419)
<b>Hours:</b>	37 hours per week including weekend and evening work
<b>Annual leave:</b>	21 days per annum, rising to 25 days per annum after 5 years' service, + 2 concessionary days + statutory holidays
<b>Place of work:</b>	The Council's Work Unit, Public Toilets, The Parkhouse Centre and The Castle, Bude and any other location/property as required
<b>Responsible to:</b>	Facilities Manager

### **Main tasks:**

#### **Outdoor/Gardener/Maintenance**

- To assist with the maintenance and management of all Town Council open spaces including Summerleaze Downs, the Castle grounds, the Triangle, Rattenbury Gardens, Poughill Cemetery, Stamford Hill battlefield site and any other areas as directed
- To assist with the maintenance and management of all open spaces managed by the Council on behalf of any other agency including Poughill Churchyard and any other areas as directed
- To assist with the maintenance and management of all flowerbeds and borders cultivated by the Council and any other areas as directed
- To assist with the maintenance and management of all Town Council property including the Parkhouse Centre, The Castle, Lock Gate Tea Rooms, former museum building, Pitch and Putt, Helebridge Barge Workshop, The Works Unit, Units 1-3 The Wharf, the Cricket Pavilion and any other such areas as directed
- To assist with the maintenance and management of all Town Council owned and managed play areas
- To assist with any improvements or alterations to land or property owned by the Council
- Litter picking
- The emptying of all Council litter bins and dog bins and the transportation of all waste to a specified point
- Reporting as soon as possible to the Facilities Manager or Town Clerk any defects found to any Council property and Council managed property or land
- Assist in the management and implementation of the car parking policy, including the control of car parking as directed by the Facilities Manager

#### **Parkhouse Centre Caretaking/Cleaning:**

- To undertake daily cleaning (including glass panels) of the Parkhouse Centre - including kitchen, toilets, corridors, main hall and all rooms as necessary

- Monthly cleaning of internal and external windows
- To ensure that all cleaning equipment when used is properly cleaned and safely stored
- Keeping the building and immediate exterior area clear of rubbish
- To set out tables and chairs in the Parkhouse Centre rooms and Hall if prior notification that these are required has been received
- To display posters in external notice boards as requested
- When stage lighting has been booked to explain the usage of the lighting to users if required
- To ensure the security of the building and its contents, as far as is reasonably practicable
- To ensure the building is secured, including windows, when not in use and any alarms are set
- To ensure that at the end of the day electrical appliances, as directed are, where appropriate/necessary, switched off and unplugged and that no combustible material is left at risk and to ensure the building is secured
- To report any acts of vandalism and damage to the Facilities Manager or Town Clerk as soon as possible and contact the Police (if directed)
- To ensure that the building is adequately heated when in use. During severe weather to ensure that the building temperature is maintained above freezing level
- At the direction of and with the agreement of the Facilities Manager or Town Clerk to carry out minor repairs of a DIY nature (which do not require specialist knowledge) within the Parkhouse Centre or Castle buildings
- To report all maintenance faults immediately or as soon as possible if discovered outside normal office hours. Minor repairs and maintenance to be made by the Caretaker; major repairs to be carried out by appropriate tradesmen as detailed by the Council, with temporary action to be taken, if required, by the Caretaker
- To provide cover for the full time Parkhouse caretaker as required, on average (but subject to adjustment/change) on 3 Thursdays in 4 and to provide cover one weekend in four
- To provide additional cover or assist the full time Parkhouse caretaker when they are on leave, sick or attending training courses and at any other time as and when requested by the Facilities Manager or Town Clerk
- To provide cover for and assistance to the Castle Cleaners/Caretakers, as and when requested by the Facilities Manager or Town Clerk
- Parkhouse Centre session times are: Session times are normally (but subject to change): 8.30 – 12.30; 13.30 – 17.30; 18.30 – 22.30 (Hall 18.30 – 23.30). Normal Caretakers hours extend these by ½ hour at the start and end of each session. Bookings outside these times are occasionally made

**The Castle Cleaning/Caretaking:**

- To undertake daily cleaning of The Castle
- To undertake the cleaning of specific areas when required and as defined and directed by the Facilities Manager or Town Clerk
- To assist in keeping the Castle building and immediate exterior area free of rubbish and, ensuring rubbish is taken to the assigned collection point at an appropriate time

- Litter picking
- To ensure the security of the contents of the Castle building, as far as is reasonably practicable
- To ensure the Castle building is secured, including windows, and alarms are set and working before leaving the premises. Ensure that at the end of the day, electrical appliances as directed are switched off and unplugged and any combustible material is secured
- To carry out weekly fire tests at the Castle and report to the Facilities Manager or Town Clerk any issues or problems arising
- To liaise whenever necessary with tradesmen who may come to The Castle to carry out specialist work e.g. fire alarm testing, lift maintenance etc
- To report any acts of vandalism and damage to the Castle or its grounds to the Facilities Manager or Town Clerk as soon as possible and contact the Police (if directed)
- To ensure that the building is adequately heated when in use. During severe weather to ensure that the building temperature is maintained above freezing level
- With the agreement of the Facilities Manager or Town Clerk to carry out minor repairs of a DIY nature (which do not require specialist knowledge) within the building
- To mop the floors including (but not limited to) the café floor, once the building is shut to the public and no public are in the property
- To clean the toilets daily and as many times as required
- Empty all bins and recycling, including (but not limited to) the café, toilets, office
- Ensure the flags and noticeboards are placed in relevant positions prior to the opening of the Castle and stored inside when the centre shuts
- Place the café tables outside as and when required or requested by the Castle Manager, Castle Assistants or any member of staff working in the café
- Replace light bulbs when required (if safe to do so) or report to the Facilities Manager

**Other facilities and Public Toilets - Cleaning/Caretaking/Maintenance:**

- To unlock / lock the building(s) in the morning/evening/as required
- To disinfect and clean toilets, urinals, sinks and hand cleaning wall units
- To disinfect and clean all floors and any other surfaces/areas as required
- To ensure soap dispensers and toilet rolls are stocked on a daily basis
- To organise/move displays as and when requested
- To clean windows and doors
- Undertake an annual deep clean of properties as requested
- Maintenance and painting as and when required

- To report any damage or defects to the Facilities Manager, Town Clerk or Council office

**General:**

- To carry out cleaning and caretaking duties at other Council owned properties when requested to do so by the Facilities Manager or Town Clerk
- To exchange the car park machine money boxes over the weekends/Bank Holidays as and when directed, and to store the money box securely
- To take every opportunity to promote a favourable image to all users of the Castle and Parkhouse Centre
- To be at all times polite and courteous when dealing with members of the public and people using any Council premises
- Ensure standards of quality, customer service and health and safety and fire safety are met
- To undertake relevant training as and when necessary
- Working with the Facilities Manager to identify and work towards continuous skills competency and professional development
- To ensure that your individual holiday and time sheets are kept up to date and submitted to the Facilities Manager in a timely manner or when requested
- Actively support the Council's Dignity at Work policy to assist in eliminating discrimination and in maintaining a fair, positive and productive working environment, to meet statutory obligations and good employment practice
- To carry out all duties in accordance with the Town Councils Equal Opportunities Policy. It is the duty of the post holder not to act in a prejudicial or discriminatory manner towards members of staff, visitor or members of the public. The post holder should also counteract such practice or behaviour by challenging or reporting it to their line manager
- To carry out all duties being mindful of the Town Councils obligations under the Disability Discrimination Act 1998
- To carry out all duties being mindful of the Town Councils obligations under the 'Every Child Matters' legislation and the Town Councils Child Protection Policy
- To work as part of a multi-disciplinary team, but also have the ability to take responsibility and work on own initiative
- As and when required by the Facilities Manager, Town Clerk, Castle Manager or Council, to undertake other duties of a reasonable nature commensurate with the post
- Attend to the health and safety of self, other people and resources whilst at work and cooperate with colleagues to comply with the Health and Safety at Work Act 1974
- To carry out all duties in accordance with Bude-Stratton Town Council's adopted policies
- The post holder may be subject to a Disclosure and Barring service (formerly CRB) check

**Please note: This appointment is subject to a 6 month probationary period**

**Person Specification – Facilities Operative (Outdoor/Gardener/Maintenance/Caretaker/Cleaner)**

<u>Specification</u>	<u>Essential</u>	<u>Desirable</u>
<b><u>Qualifications:</u></b>		
GCSE (or equivalent) in Maths and English		X
Health and Safety	X	
Relevant certificates in weed spraying, tractor/cherry picker licence, chainsaw, strimmer, ride on mower		X
First Aid		X
<b><u>Knowledge and Skills:</u></b>		
Health and Safety Awareness	X	
Security awareness		X
IT experience – Word, Excel, Outlook		X
<b><u>Work Experience:</u></b>		
Relevant grounds and building maintenance experience	X	
Planting, weeding, mowing, gardening experience	X	
Relevant caretaking/cleaning experience		X
<b><u>Behaviours and characteristics:</u></b>		
Meticulous and proactive approach to work	X	
Good time management and prioritising skills	X	
A 'service driven' and 'can do' attitude	X	
Team player	X	
Hold a full current valid driving licence	X	
Good local area knowledge		X
Ability to work flexible hours including weekends	X	