

# Job Description

<b>Post Title</b>	Caretaker/Cleaner
<b>Hours of work</b>	10 Hours
<b>Contract Period</b>	Permanent (after successful probation)
<b>Responsible to</b>	Town Clerk

<b>Job Purpose</b>	
To maintain all Kirkham Town Council's buildings with regards to cleaning and general maintenance.	
<b>Responsibilities and Duties</b>	
<ul style="list-style-type: none"><li>• Weekly inspections of all Council facilities, including parks and buildings</li><li>• Be a designated key holder for all Council facilities</li><li>• Perform cleaning duties as per a set rota for each of the council's buildings, as well as being available for ad-hoc cleaning duties as and when required.</li><li>• Perform general maintenance duties across all buildings as part of the caretaker element of the role.</li><li>• Be available on occasion to open/lock up council buildings outside of daytime hours.</li></ul>	
<b>Prepared By:</b>	<b>Date: March 2022</b>

# Person Specification

POST TITLE: Kirkham Town Council Caretaker/Cleaner

<b>COMPETENCIES</b> (All competencies listed are <u>essential</u> to the post)	<b>METHOD OF ASSESSMENT</b>
<b>CUSTOMER FOCUS</b> <ul style="list-style-type: none"> <li>• Treats employees as customers</li> <li>• Puts the customer first and values the customer in everything they do</li> <li>• Is professional, polite, and friendly always</li> <li>• Appreciates the customer is the only reason there is a job</li> <li>• Challenges whether the existing ways of doing things meet customer need</li> </ul>	Application form / interview
<b>WORKING TOGETHER</b> <ul style="list-style-type: none"> <li>• Promotes effective working across different service areas</li> <li>• Accepts and provides constructive challenge</li> <li>• Is an effective team player</li> <li>• Demonstrates the ability to learn from others</li> <li>• Focuses on solutions rather than problems</li> <li>• Works with others to deliver great performance</li> </ul>	Application form / interview
<b>EFFECTIVE COMMUNICATION</b> <ul style="list-style-type: none"> <li>• Clearly explains the reasons for decisions made</li> <li>• Open, honest, and transparent in all communications</li> <li>• Champions success at every opportunity</li> <li>• Demonstrates the ability to listen and understand</li> <li>• Never 'bad mouths' the organisation</li> <li>• Contributes to feedback and engagement at work</li> </ul>	Application form / interview
<b>PRIDE &amp; INTEGRITY</b> <ul style="list-style-type: none"> <li>• Demonstrates enthusiasm and personal commitment</li> <li>• Takes pride in working for Kirkham Town Council</li> <li>• Enjoys the work they do in their chosen career</li> <li>• Always has respect for others</li> <li>• Appreciates and values the opinion, interests, and views of others</li> <li>• Always represents Kirkham Town Council in a positive manner</li> </ul>	Application form / interview
<b>STRONG LEADERSHIP MANAGEMENT</b> <ul style="list-style-type: none"> <li>• Is always accessible and approachable</li> <li>• Leads by example and always displays a positive attitude</li> <li>• Motivates, encourages, and supports others to achieve their best</li> <li>• Has a strong focus on doing what is best for the organisation</li> <li>• Manages change as part of the 'day job'</li> <li>• Makes creative suggestions about how to do things better</li> </ul>	NA

SKILLS / KNOWLEDGE / EXPERIENCE	ESSENTIAL/DESIRABLE	METHOD OF ASSESSMENT
<p>Previous caretaker/cleaning experience not essential, but preferred</p> <p>Experience in customer service facing rolls, and dealing with members of the public</p> <p>A confident, polite, and assertive communicator</p> <p>Able to carry out safety checks</p> <p>Ideally, first aid and fire safety trained</p>	<p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>	<p>All the required Skills / Knowledge / Experience will be assessed through Application Form / Interview</p>