

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

CARETAKER

(36 hours per week – which includes evening and weekend work)

Job Description

- To act as the principal courier delivering Council papers and equipment and taking franked post to Sorting Office
- To undertake regular cleaning of whole building: Fairway Hall (e.g. cleaning toilets, kitchen area and adjacent rooms and storage) car parks (e.g. litter picking) and upstairs Offices (e.g. window cleaning, hoovering, dusting, polishing and emptying bins and recycling containers)
- To undertake general maintenance, minor repairs and redecoration, as required
- Carrying out routine site and equipment checks and reporting findings
- To be available for Seasonal work to assist with the Events of the Town Council
- To maintain foyer notice boards in a clean, tidy and up to date condition
- Preparation of hall (and offices) for bookings and clearing up afterwards (includes regular evening and weekend work, greeting clients and dealing with contractors)
- Security of the premises (opening and locking the hall)
- Security of furniture and equipment –(including checking following use by hall hirers)
- Dealing with emergencies outside office hours (if required)
- Any other duties that can arise from time to time that are required for the administration of the Town Council that will be up to or commensurate with the level of the post at the direction of the Deputy Clerk (line manager) and Town Clerk.