

## ELSTREE AND BOREHAMWOOD TOWN COUNCIL

### CARETAKER

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

#### Person Specification

##### **QUALIFICATIONS/TRAINING:**

It is **desirable** that the postholder is:

- Enthusiastic and willing to work to a structured cleaning routine under supervision/direction and at own initiative

##### **EXPERIENCE/KNOWLEDGE:**

It is **desirable** that the postholder:

- Has experience of cleaning

##### **SKILLS AND ABILITIES:**

It is **essential** that the postholder has:

- Clean Driving Licence
- Good organisational skills
- Good interpersonal and customer service skills
- Good attention to detail
- Is trustworthy (this is a keyholding post)
- Has tact and diplomacy
- The ability to maintain confidentiality

##### **ADDITIONAL FACTORS:**

It is **essential** that the postholder has:

- A willingness to undertake appropriate training
- A commitment to maintain high customer care standards