



PART-TIME LENGTHSMAN & CARETAKER

Pyramid Community Centre/ Bretton Parish Offices

Bretton Parish Council

This is a part-time position with guaranteed minimum hours of 16 hours per week and the likelihood of additional hours as required. The role requires weekdays, evening, and weekend working.

JOB PURPOSE:

To ensure the security, care and availability of the building, furniture, and equipment to ensure a satisfactory environment and to promote the efficient use of the Community Centre assets to support the objectives of the centre.

To maintain constant awareness of the areas around Bretton to ensure that they are kept clean of litter and fly tipping.

JOB DESCRIPTION:

- To open and close the Pyramid Community Centre and Parish offices as required.
- Responsible for ensuring the building and contents are secured.
- Provisions of access to the building and grounds to authorised persons at all reasonable times.
- Maintaining constant awareness of the physical condition of the building, furniture and equipment and taking appropriate steps to ensure maintenance and repairs within the scope of a competent handyman when necessary (checking with the Parish Clerk).
- Regular inspection of the physical condition of the building, furniture, and equipment, excluding carrying out of specialist tests and inspections.
- Carry out maintenance and repairs to the property, fixtures, fittings, equipment and furniture, minor improvements jobs and internal decorating, where such work is within capabilities of a competent handyperson (within the range of work specified).
- Drawing the attention of the Parish Clerk, by completing the relevant documentation or otherwise, to any repairs or maintenance work which is beyond the competence and responsibility of the staff.
- Operation of the heating and lighting systems: monitoring usage and promoting energy conservation in the community centre.
- Preparation of duties as required and particularly the laying out of furniture and other equipment for timetabled activities without direct instruction. Also, the preparation of clearing up after these activities, including lettings and community use.
- Laying out of furniture for meetings as laid out in weekly diary and movement of these with the community centre.

- Take delivery of stores materials and other goods, storing and / or moving them within the community centre as required.
- Carrying out procedures in the event of fire, flood, breaking and entering accident or major damage
- Miscellaneous duties of a practical nature as circumstances demand, or at the reasonable request of the Parish Clerk or Councillors.
- To ensure the Community Centre is left clean and tidy before closing – disposing of rubbish.
- Monitoring standard of cleaning of the building. Ensuring that all hard areas are free from litter and accumulation of dirt and rubbish. Emptying of litter baskets and bins, disposal of all rubbish and cleanliness of dustbin areas.
- Emergency cleaning in the absence of cleaning staff, eg spillage of water, vomit, etc.
- Replenishment of soap, toilet rolls and towels if required
- Ensuring all caretaking and, where applicable cleaning equipment is in a safe clean and working condition.
- Where applicable, carrying out cleaning work, generally using machinery, as allocated.
- To report any major cleaning requirements or problems to the Clerk of the Parish Council.
- To assist the Clerk with simple tasks as requested.
- To open and close the Parish Offices as required in a similar way to the community centre.
- To be the first point of contact in an emergency.
- Providing access to the centre as may reasonably be required outside of normal hours of opening, including access in the event of flood, snow, or similar emergencies.
- Directing tradespeople to the site of repair and maintenance work and inspecting the work of contractors where there is requirement to sign satisfaction note – liaise with the Parish Clerk
- Replacement of light bulbs, fluorescent tubes etc.
- Carry out routine procedures and inspection of ancillary equipment, eg: pumps, batteries, window blinds etc
- Carry out group maintenance, mowing weeding etc.
- Take appropriate remedial action or report working practices or usage conditions that may contravene the requirements of the Health & Safety at Work Act 1974 and the Fire Precautions Regulations.

LENGTHSMAN JOB DESCRIPTION

- To collect litter and keep clean areas in Bretton as specified by the Parish Council.
- Report illegal fly posting to Parish Clerk
- To clean the subways of litter
- To clean all parks in Bretton of litter
- Report any major fly tipping issues to the Parish Clerk
- To assist the Clerk with simple tasks as requested.

PERSONAL REQUIREMENTS

A reliable, flexible, and honest person is required, ideally with the ability to make minor repairs and general maintenance as required. Experience in general DIY would be an advantage.

EMPLOYMENT DETAILS

A minimum of 16 hours per week will be paid at the rate of £11.50 per hour, reviewable annually. Please note, in line with future business requirements the working hours may need to be increased. The Caretaker will report to the Clerk of the Parish Council.

The Caretaker will be expected to complete a DBS check.

APPLICATION

Please apply in writing to the Clerk, Sylvia Radouani at Unit 2, Pyramid Shopping Centre, Bretton, PE3 8NY or e-mail parishoffice@brettonparishcouncil.onmicrosoft.com. Your application must arrive no later than 16th July 2021 with interviews shortly after.