



JOB DESCRIPTION: PARISH CARETAKER

RESPONSIBLE TO: Assistant Clerk to the Council

PURPOSE OF JOB

To provide a comprehensive caretaking role at Beechen Hall and various assets across the Parish, to ensure they are maintained to a high standard and repairs are carried out in a timely manner. Act as a first point of contact and responder to routine and emergency call-outs.

KEY RESPONSIBILITIES

1. Contribute to the effective running of Beechen Hall and Boxley Parish Assets on a day to day basis to ensure a high standard of maintenance and repair.
2. When required, ensure the hall is opened and closed in accordance with the procedure outlined, making sure it is undertaken safely, securely.
3. Ensure the premises is alarmed and secured when required.
4. Undertake cleaning and maintenance duties when required, and where necessary, oversee cleaning staff to ensure the hall is kept to a high standard of cleanliness and repair at all times.
5. Prepare for a hire and restore the hall to its original state as and when required, ensuring the hall is ready for the next function.
6. Inform the office of any hire issues and ensure they are informed of any potential extra charge to the hirer.
7. Ensure adequate staff are available to cover evenings, weekends, holidays and sickness leave at all times.
8. Ensure cleaning and other materials are stocked and maintained at all times.
9. Undertake health and safety checks at Beechen Hall and around the parish (training will be provided).

This job description is provided to assist the jobholder to know the main duties of the role.

Boxley Parish Council could from time to time amend your job description and you may be requested to undertake other duties as necessary to meet the requirements of the Hall and the Parish.

Any changes will be made in consultation with you.