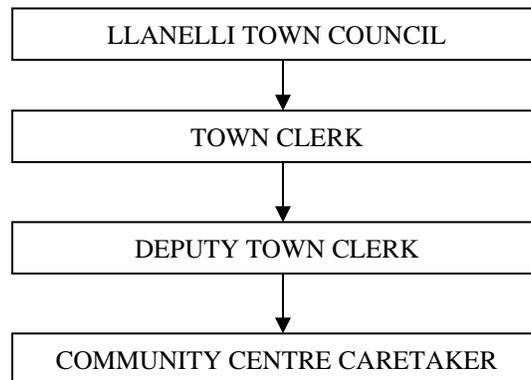


LLANELLI TOWN COUNCIL

COMMUNITY CENTRE CARETAKER/CLEANER

REPORTING STRUCTURE



JOB DESCRIPTION

1. Collecting a schedule of weekly bookings, containing hirers' details, from the Council office every Friday afternoon. Failure to do so will result in the schedule being posted to the Caretaker's home address. In the event of the late delivery of the weekly schedule by post, it shall be the responsibility of the Caretaker to contact the Council office to obtain full details of bookings, particularly for those on Monday of each week.
2. Attending at the Centre at the start of each booking to ensure that the Centre is opened up, that the alarm is de-activated, and that each hirer arrives at the Centre. The caretaker must wait up to a MAXIMUM OF 15 MINUTES from the scheduled start time of each booking to allow for the hirer's late arrival. Thereafter, unless the hirer has made alternative arrangements direct with the Caretaker, the Caretaker shall lock up the building (and any lockable storage cupboards), re-set the alarm and leave. The Caretaker may not be required to return to re-open for the booking in question, which may be deemed forfeit by the hirer, and no refund of the hire charge may be made.
3. Attending at the Centre at the end of each booking –

- (a) if there is no booking immediately following, to lock up the building (and any lockable storage cupboards) and re-activate the alarm before leaving.
- (b) If there is a booking immediately following, to ensure that the next hirer turns up by the end of the 15 minute period referred to in 2 above or, if not, to lock up the building (and any lockable storage cupboards) and re-activate the alarm before leaving.

NOTE: THE CARETAKER, NOT THE HIRER, IS RESPONSIBLE FOR THE SECURITY OF THE CENTRE.

ACCORDINGLY THE FOLLOWING INSTRUCTIONS MUST BE OBSERVED AT ALL TIMES. FAILURE TO DO SO WILL CONSTITUTE GROSS MISCONDUCT.

- FIRE AND INTRUDER ALARMS MUST ALWAYS BE ACTIVATED WHENEVER THE CENTRE IS UNOCCUPIED
 - NO KEYS TO THE CENTRE MUST BE GIVEN TO HIRERS, NOT EVEN 'REGULARS'
 - THE CARETAKER MUST NOT ARRANGE WITH ANY HIRER TO 'LOCK UP AFTER YOU' IN ORDER TO SAVE THE CARETAKER FROM HAVING TO RETURN TO LOCK UP THE CENTRE.
4. Managing storage space and equipment use within the building.
 5. Assisting hirers with setting out chairs etc., as each hirer requires.
 6. Ensuring that no obstruction is placed or allowed to remain in any corridor or passageway within the Centre.
 7. Instructing hirers as to the location of all emergency exits. This must be done every time with every hirer, even if it has been done before. It may be the same hirer, but possibly a different person in charge who may not have received the instructions previously.
 8. Ensuring that every part of the Centre including any external areas within its boundary is properly cleaned on a regular basis, particularly the toilet facilities.
 9. To adhere to the detail of agreed Risk Assessments, Health and Safety guidelines, COSHH regulations and the use of protective clothing and equipment.

10. Carrying out weekly fire alarm, emergency lighting and fire door checks and maintaining the test register and reporting any faults immediately to the Council office.
11. Be aware of the location of all stop cocks, gas and electricity meters and read meters as required.
12. Notifying the Council office of any loss, damage, accident or complaint of which the Caretaker becomes aware.
13. Ensuring that no explosives, inflammable liquids or unnecessary inflammable articles are brought into or used in any part of the Centre.
14. Ensuring that no dogs or other animals are brought into the Centre except with the Caretaker's consent. If the Caretaker needs any guidance or assistance on this he/she should ring the Council office.
15. Ensuring that every hirer observes the no smoking policy which applies to the whole of the Centre.
16. Ensuring that at the conclusion of the day's hirings the Centre is secure and the fire and intruder alarms are activated.
17. Notifying the Office of any repairs required to the Centre.
18. Meeting any Council Contractors at site as required by the Office.
19. Notifying the Office and Fire/Security Contractor of any incident/problem encountered with the Fire / Security Systems at the Centre.
20. Providing weekly timesheet returns to the Office.
21. Carry out regular inventory checks of items of furniture, crockery and equipment held in the Centre.
22. To ensure that the Town Council GDPR / Data Protection policy and guidelines are followed at all times.
23. To carry out other duties as appropriate and agreed in consultation with the Town Clerk / Deputy Town Clerk.