



**CHIPPENHAM
TOWN COUNCIL**

Improving the quality of town life

Job Description

Job Title: Caretaker

Reporting to: Head of Leisure Services

Contract: Casual

Location: Stanley Park Sports Ground

Salary: £9.65 per hour, Spinal Column Point 3

Primary Relationships:

- All employees of Chippenham Town Council including the Head of Leisure Services, Head Groundsman, Groundsmen and Caretakers.
- Members of the public, clubs, associations, sport governing bodies and any other users of Stanley Park.
- Contractors and suppliers of materials.
- Councillors of the Town Council in accordance with the approved Protocol.

Main Purpose of Role:

To work as part of the facilities team and assist with routine tasks of maintenance and all duties relating to the cleanliness and operation of the changing block and operational areas at the Stanley Park Sports Ground.

Main Duties and Responsibilities:

To assist as directed with:

- Minor improvement schemes and works of a technical nature carried out at the Stanley Park facility
- The routine maintenance of plant and equipment and machinery as part of the ongoing maintenance programme
- The summer and winter maintenance programme of the site and buildings at the Stanley Park facility

- All aspects of record keeping in connection with a regular programme of preventative maintenance and any other maintenance requirements
- The checking, safety and maintenance of all play areas and goal posts on the site
- Minor administrative duties such as responding to customer enquiries (i.e. telephone or in person), receiving booking requests and payments and ensuring they are held securely for the attention of the Head of Leisure Services and in accordance with the Councils cash handling procedures
- The regular cleaning and operation of all changing rooms, common areas, toilets, offices and associated equipment to the required standard, ensuring the availability of soap, toilet rolls, towels and any other supplies needed
- The deep cleaning of the changing rooms, common areas, toilets, offices and associated equipment to the required standard
- The use of cleaning equipment or cleaning agents to meet all reasonable standards of competency and to meet manufacturers requirements
- The preparation of the function room to include setting out of tables, chairs and associated equipment
- Maintenance of all Health & Safety records, any Risk Assessments required and the implementation of all other statutory requirements
- Knowledge and understanding of product information and safe working practices, including use of PPE and handling of substances hazardous to health
- All aspects of the security of the Stanley Park site to include opening and closing the facility to meet policy requirements and the operation of any security systems including alarms
- Daily security, safety and maintenance checks of grounds and premises within the facility
- Setting out of any sports or function equipment required for the use of the Stanley Park facility

- Establishing and maintaining effective relationships with other members of staff and the public
- The supervision of any suppliers making deliveries or contractors on site.

Special Conditions of the Post:

- To work on any day of the week without enhancement, except for any Bank Holidays which are paid at double time
- To undertake duties at any site operated by the Town Council to include some weekends and Bank Holidays as required
- To be appointed a key holder for facilities as required
- To be trained to the appropriate level to assist with minor repairs of machinery and equipment
- To be available, subject to operational requirements, to undertake any relevant training course as required
- To be a lone worker with appropriate equipment provided including a mobile phone to be carried whilst on duty. Whilst working in the designated capacity of a 'lone worker' any 30-minute lunch break will be on a paid basis. At all other time breaks will be on an unpaid basis
- To be designated Fire Warden if required
- To undertake any other duties required by the management of the Town Council which are applicable to the grading and nature of the post, and which do not change the general character of the duties, or the level of responsibility entailed.

Health and Safety:

The postholder must take reasonable care for the health and safety of themselves and any other persons who may be affected by their work.

Person Specification	Essential	Desirable
Experience		
Previous or current employment as a handyman, caretaker or similar		✓
Dealing with customers		✓

Working at a similar facility to Stanley Park - i.e., outdoor/indoor sports facility, grass pitches, artificial synthetic pitch and changing facilities		✓
Knowledge		
Maintenance & care of plants		✓
Knowledge of Chippenham and its sports provision		✓
Skills		
Use of tools & equipment such as drills and hand held tools	✓	
Able to lift heavy weights within manual handling requirements	✓	
Maintenance of property, tools and equipment		✓
Qualifications		
Certificate of Competence in use of Chemicals		✓
Certificate of Competence in Property Maintenance		✓
Certificate in Fire Training		✓
First Aid Training		✓
Attributes		
Good communication skills	✓	
Well organised and able to plan and prioritise effectively	✓	
Works well within a team	✓	
Flexible working	✓	
Proactive	✓	
Must be physically fit and able to cope with manual work and the physical demands of the job	✓	

Equal Opportunities

Chippenham Town Council aims to be an Equal Opportunities Employer and has equal opportunities policies with which you are expected to comply at all times. The Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias, irrespective of disability, race, religion or beliefs, nationality, ethnic origin, age, sexual orientation, gender or marital status.