**JOB DESCRIPTION**

**Post: EVENING CARETAKER**

**Salary: £16,863 - £17,173 (SCP 10-12) pro rata**

**Term: Part Time, permanent**

**Hours: 20 hours per week**

**Located: Town Hall, The Platt, Wadebridge**

**Responsible to: Senior Caretaker**

**RESPONSIBILITIES:**

* Unlock premises for Hirers at the start of the hire period and re-secure the building at the end of the hire period.
* Ensure the security of the Town Hall during the hours the public are using the hall or rooms.
* Ensure the safety of the building, contents and the public.
* Duties in relation to bookings includes the moving of chairs, tables and other equipment and cleaning as required.
* Lock the Platt public toilets in the evening.
* Ensure hirers are aware of the Emergency Regulations and assist if an emergency arises.
* Ensure requirements of licensing are in place.
* Water hanging baskets (summertime).
* Act as the Town Council’s representative in all duties, helping members of the public and generally promoting good public relations.
* Act in accordance with the Town Council’s policies, including those regarding Health and Safety and safe working practices.
* Undertake all required training.

The list of responsibilities is not to be regarded as exclusive or exhaustive; there may be other duties and requirements associated with the post and in addition the post holder may be required to undertake various other duties and/or hours of work as may be reasonably required either at the places of work stated or at any other of the Town Council’s establishments.

**Further Information regarding hours**

* Monday to Friday 4.30pm – to finish which could be between 9.30pm and 11pm in the week dependent on bookings)
* Saturday evenings (if there is a booking) - 6pm until finish (possibly 12pm or 1am).
* The ability to provide holiday cover for the daytime caretaker would be advantageous. A flexible approach is anticipated from the post holder.