

# Husbands Bosworth Parish Council

## JOB DESCRIPTION

### CARETAKER

The following duties will be undertaken as directed by Parish Councillors or the Parish Clerk:

#### **Pavilion**

Unlock pavilion as required according to bookings, checking that the building is ready for required activity and arranging furniture and/or equipment appropriately

Secure pavilion as required according to bookings, checking that no breakages have occurred

Set heating and hot water systems appropriately before and after bookings, ensuring economical use of systems.

Report any breakages or problems to Parish Clerk or a Parish Councillor as soon as possible

Empty waste bins, taking waste material to designated collection points

Sweep, mop or vacuum floors as required

Clean toilets, urinals, sinks and showers

Wash, wipe, dust or polish surfaces as required, paying special attention to kitchen areas

Check supplies of heating oil, toilet paper, hand towels, soap, etc. and report to Parish Clerk if items need to be re-ordered

Attend when scheduled maintenance is due on building or equipment, e.g. shutters

Complete check sheets for tasks as necessary

## **Skate Park, Children's Play Area, Playing Field and Dog Walk**

Complete visual check of each area, remove all rubbish and place in appropriate receptacles.

Place large bins by the roadside for collection at scheduled times (fortnightly)

Check safety of equipment and surfaces in Skate Park and Children's Play Area, complete Safety Check Sheets (weekly) and report any unsafe items or other problems to Parish Clerk or a Parish Councillor as soon as practicable

## **Parish Office**

Clean floor, work surfaces, toilet and kitchen area (weekly)

Clean windows outside and inside as required

Attend office for scheduled deliveries/maintenance in absence of Parish Clerk

## **Village**

Maintain flower boxes and beds, including watering and weeding as appropriate to growing season

Maintain bus shelters and benches in a tidy condition

## **General**

Attend training as required

Complete task check sheets weekly and deliver to Parish Clerk

Complete any other tasks which may reasonably be required