**JOB DESCRIPTION**

**PUBLIC HEALTH**

**JOB TITLE: CARETAKER (Carlton)**

**DIVISION:** Adult and Community Based Services

**GRADE:** BAND 6

**RESPONSIBLE TO:** General Manager

**POST REFERENCE NUMBER: 107566**

**Purpose of Post**

To provide a caretaking service for Carlton Adventure under the direction of the General Manager carrying out a range of site maintenance, housekeeping, security, refurbishment and health and safety adherence.

**Relationships**

The post holder will report directly to and work in close conjunction with the Carlton Manager. He or she will be required to develop effective and professional relationships with all Centre staff and a wide range of other people from schools, local authorities and the wider community.

**Main Duties and Responsibilities**

**MAINTENANCE**

* Carry out a variety of basic maintenance and repair work utilising specialist services where necessary.
* In agreement with the Carlton Manager, develop and implement plans for the maintenance and development of the Centre, its assets and grounds
* To monitor the day to day maintenance and repair of the site.
* To liaise with HBC Regeneration and Neighbourhoods Department to order any maintenance works carried out.
* Have the knowledge of the location of all water and gas stop clocks and mains electricity power breakers etc.
* Ensure that routine service checks on all serviceable equipment are carried out and results recorded.
* Ensure the centre is kept clean and tidy e.g. litter picking, collection and disposal of refuse.
* Ensure any meeting areas or activity areas are set up as required prior to bookings and equipment is cleared away afterwards.
* Ensure any light bulbs or otherwise are changed as needed and fittings/shades are clean.
* Ensure that all machinery/tools/maintenance equipment is well maintained, serviced and stored in a safe, secure and well-ordered manner.
* Ensure that the fire call points, intruder alarms and emergency lighting are tested and results recorded as per HBC policy and procedure.
* Maintain the grounds of the site carrying out a range of tasks so that the centres grounds are in good order, repair and safe condition.
* Operate and respond to alarm systems where appropriate.

**ADMINISTRATION**

* Responsible for the manual and computerised records, information and filing systems relating to this area of work are maintained as required.

**HEALTH AND SAFETY**

* Act as one of the site Fire Wardens
* Ensure equipment is checked prior to use.
* Carry out all risk assessments and COSHH assessments pertinent to this area of work.
* All duties to be carried out in compliance with the Health and Safety at Work Act and all HBC Policies and Procedures.
* Provide safe access to the site and centre in the event of snow/ice/flood.
* Maintain Centre’s equipment inventory (excluding activity equipment). This includes all tools and equipment, their state of repair and where they are located.
* Lock/Unlock all areas of Carlton Adventure.
* To be responsible for the security of the premises. Being the Main Key Holder for the site.
* Carry out regular checks and inspections of the premises, equipment and grounds keeping accurate records as per HBC procedure.
* Ensure that at the end of the day all doors, windows and gates are locked, gas and electrical appliances are turned off and all security alarms are set and working correctly.
* Inform the Carlton Manager of any issues regarding site safety and practices.
* In liaison with the Carlton Manager ensure that site security measures have been put into place and are followed by all staff.
* As a qualified first aider (FAW) to provide assistance with first aid to Centre staff and client groups as appropriate
* Risk assessments reviewed annually.

**OTHER**

* Receive any trades persons on site and ensure that any deliveries are recorded and received appropriately.
* Establish and maintain good relationships with all site staff, contractors and visitors to the Centre.
* On occasion drive the mini bus.
* Carry out on-call duties on a rota basis when required on site.
* Carry out all duties in a professional and safe manner that conforms to established guidelines, policy and best practice.
* Required to work evenings and weekends on occasion.
* Any other duties which might reasonably be required and allocated by the Carlton Manager
* To support the Centre in meeting the requirements of any appropriate quality assurance standard.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: September 2019

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**