

## **Radcliffe on Trent Parish Council**

### **Caretaker Vacancy (20 Hours Per Week – Job Share)**

The Grange and Grange Hall are wonderful community venues for the village of Radcliffe on Trent which were developed and are managed by Radcliffe on Trent Parish Council. Both are located in the centre of the village and are set in established and attractive grounds.

Between them they provide ideal venues for every occasion, including meetings, wedding celebrations, dances, theatre and a host of other social and commercial events.

We are seeking to appoint a part-time Caretaker to deliver high quality, efficient, customer focused caretaking and cleaning services.

#### **Key responsibilities include:**

- Opening and closing of the buildings for bookings
- To clean, including general areas, toilets and offices, to prepare rooms and provide lettings support for users of the buildings
- To deal with contractors and deliveries
- Basic maintenance, inspections and record keeping of the premises and equipment
- To organise replenishment of consumables and ensure adequate stock of cleaning and hygiene supplies

#### **Additional Duties:**

- To facilitate the opening and closing of the adjacent Cemetery gates
- To open, close and clean on the public toilets adjacent to site

#### **Desirable knowledge and skills required:**

- Experience in delivering high quality, efficient, customer focused caretaking services.
- Ability to work well with other members of the team
- Possess excellent communication and organisational skills
- Flexible ‘can do’ attitude as the role will carry ‘on call’ and unsocial hours responsibility
- Self-motivated with the ability to use your own initiative

**Hours: 20 per week (Monday – Sunday on a flexible rota basis plus Holiday Cover)**

**Annual Leave: 4 weeks per annum (pro rata)**

**Pension Scheme: Available**

**Salary: £8.42 per hour Uniform & Mobile Phone Provided**

**For an application form, full job description and person specification, please contact**

**Mrs J. Grice, Parish Clerk,**

**Radcliffe on Trent Parish Council**

**The Grange, Vicarage Lane, Radcliffe on Trent, Nottingham, NG12 2FB**

**Tel: 0115 933 5808 Email: [clerk@rotpc.com](mailto:clerk@rotpc.com) Web: [www.rotpc.com](http://www.rotpc.com) / [www.radcliffe-grangehall.co.uk](http://www.radcliffe-grangehall.co.uk)**

**Closing Date for Receipt of Applications: 12 noon Wednesday 30<sup>th</sup> July 2014**

The Parish Council operates a no smoking policy throughout the premises