



Employee Specification

Post Title: Caretaker (DBS)

ERYC Grade 3

Essential Criteria

- Basic Literacy and Numeracy – able to read and understand basic health and safety
- Gives the customer confidence in what they have done or said
- Suitable to work with children and young people
- Listens to understand
- Works on own initiative
- Solves problems
- Is a team player
- Acts with integrity
- Is organised

Desirable Criteria

- Knowledge of boiler systems (although full training will be given)
- Knowledge of alarm systems (although full training will be given)
- Embraces change and adopts a can do attitude
- Uses technology efficiently



Job Outline

Directorate of Communities and Environment

Job Title	Caretaker	Post No.	various
Responsible to	Area Supervisor	ERYC Grade	3
Overall Purpose: To provide a daily Caretaking service in Council buildings			

Principal Accountabilities	
1.	Locking and unlocking of buildings.
2.	Arming/disarming of intruder alarms.
3.	Attending/re-setting fire alarms.
4.	General security of the building - checking doors/windows are secure.
5.	Monitoring heating systems (not maintenance).
6.	Porterage duties.
7.	Moving furniture, collecting recyclable waste.
8.	General gardening tasks - leaf clearance, litter picking, footpaths and snow clearance.
9.	Setting up meeting rooms.
10.	Cleaning duties.
11.	Leaf clearance using the litter sweeper machine (County Hall only).
12.	Driving duties - to move furniture between Council offices (County Hall only).
13.	Standby/call out provision.
14.	Any duties and responsibilities appropriate to the grade and level of responsibility of the post.
	The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.