Aberdeenshire COUNCIL

Job Profile

June 2015

1. JOB IDENTITY

Post Title:	Caretaker	**Service:**	Education & Children's Services
Section:	Community Leisure	**Grade:**	Technical Operative B
Reports to:	Duty Officer or Community Leisure Officer		

2. JOB PURPOSE

- Ensure appropriate security and access to hall or building, whilst maintaining housekeeping standards so that a quality service is delivered to all users

This post may require working irregular and unsocial hours, which may include weekends

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation

3. CORE RESPONSIBILITIES / DUTIES

- Ensure the maintenance of the hall in order to provide a safe and clean environment
- Diarise hall usage and ensure security of hall or building, to ensure accessible to all who have made bookings
- Ensure facilities are safely and properly used in accordance with 'the conditions of let' and ensure the reasonable behaviour of all users
- Forward details of weekly bookings to the Recreation Office on a weekly basis in order that accounts may be issued accurately
- Set up and dismantle equipment associated with any bookings that are made and check all equipment is in good condition for hire
- Ensure any damage caused to the hall, building or equipment is reported to the Duty Officer or the Community Leisure Officer, after it has been reported immediately to the Council's 'property help desk' and ensure appropriate paper work is completed

4. QUALIFICATIONS AND TRAINING

Essential:
- Academic achievement to Scottish National Level 4 or 5, Standard Grades or equivalent transferable experience and skills

Desirable:
- First Aid Certificate

Agreed

5. EXPERIENCE	
Desirable:	• Previous experience within a similar role • Previous experience in working with the public

6. KNOWLEDGE AND SKILLS	
Essential:	• Ability to lift, move and set out equipment • Good communication and organisational skills • Good customer care skills • Ability to work on own initiative, working unsupervised and within a team
Desirable	• Knowledge of building utilities and operational systems

7. ADDITIONAL REQUIREMENTS	
Criminal Records Checks for Employment	This post does not require a Disclosure Check.
Driving Compliance	Not applicable to this post
Politically Restricted	Not applicable to this post

Agreed