

Job Role: **Martinsfield Caretaker - Self Employed**

Reporting To: **Clerk & Councillors**

Job Overview: A confident, reliable, capable person, able to take responsibility with a mixture of regular and ad-hoc service tasks at Martinsfield, Tilehouse Lane, Denham, UB9 5DA.

Rate of pay: £13.00 per hour

Roles and Responsibilities:

No	Task	Frequency
1	To open and close Martinsfield site for matches and bookings including evenings and weekends	As needed
2	To be the designated keyholder for the site in case of emergency	As needed
3	To put out, and bring in bins at the pitch entrance	Every booking
4	To bag all rubbish ready for collection	As needed
5	To clean all areas of the portacabins to a suitable standard	Every booking
6	To replace and top up any consumables, soap, toilet roll etc	Weekly
7	To check equipment and look for any signs of damage and wear and tear and to report them to the Clerk	Weekly
8	To ensure entrance bollards are up, and the over-height barrier closed during matches and bookings	Every booking
9	To litter pick the site	Weekly
10	To sign and complete safety and cleaning checklists	As and when
11	To confidently communicate with hirers and visitors	As and when
12	Any other maintenance tasks as assigned by the Clerk	As and when

Person Specification:

No	Skills
1	Experience of cleaning and caretaker duties, desirable but not essential
2	Experience cleaning & opening and closing a site, desirable but not essential
3	To have own transport to access site and tools
4	Excellent timekeeper
5	To invoice Denham Parish Council monthly detailing tasks completed, time taken, and the date completed
6	To be contactable by mobile phone and have access to a mobile phone in case of emergency
7	To be able to identify and report any issues or concerns to the Parish Council as soon as possible
8	To be able to work from booking sheets and calendars
9	A good communicator with customer service skills