

VACANCY

CARETAKER / CLEANER & MAINTENANCE PERSON

We are seeking to appoint a caretaker who will work to support Hunstanton Town Council in all areas of maintenance, cleanliness, health and safety and security. The successful candidate will work closely with the Town Clerk and Councillors to ensure a welcoming, clean and safe environment.

Our ideal candidate will:

- Be a hardworking and reliable individual who will play a key part in maintaining and improving the Town Hall & Community Centre and who will have a sense of pride in their role and in the Council.
- be able to organise and prioritise work effectively
- be Pat Tester qualified (or willing to train)
- have a working at heights certificate (or willing to gain)
- will be conversant with all HS & E requirements
- be able to work on their own initiative and be proactive
- Be able to monitor high standards of cleanliness, provide excellent workmanship within the Council and be competent and confident in carrying out building maintenance work i.e. minor plumbing, repairs, joinery, decorating etc. in an efficient and safe manner to a high standard.

Other duties to include (not exhaustive):

- assisting with venue bookings; setting out halls for events as necessary, some heavy lifting may be involved.
- security of Town Hall & Community Centre; to be on call 24 hours a day, to respond to alarm call outs.
- carry out fire drills and evacuation process.
- check alarm system weekly.
- liaise with outside contractors as necessary.
- identify, manage and document H & S risks on HTC properties.
- any other duties as required.

The successful candidate will be required to work an average of 37 hours per week on a very flexible basis.

Salary to be negotiated dependent upon qualifications and experience.

Please apply in writing, enclosing a *Curriculum Vitae* and the contact details of two referees, to:
The Town Clerk, Hunstanton Town Council, The Green, Hunstanton, PE36 6BQ

Tel: 01485 532402

Email: clerk@hunstantontowncouncil.gov.uk

Hunstanton Town Council is an Equal Opportunity Employer and welcomes applications from all sections of the community.