



## ATTLEBOROUGH TOWN COUNCIL

Town Hall, Queens Square, Attleborough, Norfolk, NR17 2AF  
Tel: 01953 456194 - email: [enquiries@attleboroughtc.org.uk](mailto:enquiries@attleboroughtc.org.uk)

### Vacancy

# Caretaker – Part Time

**18 - 33 Hours per week**

**£11 per hour**

Applications are invited for the position of Part-time Caretaker in the busy market town of Attleborough. The successful applicant will provide efficient and effective caretaking provision to Attleborough Town Council. including general cleaning duties and ensuring the security and general appearance of the buildings and surrounding areas are maintained. To have a flexible approach as working hours and tasks will vary.

Main duties include:

- To ensure that the function rooms are set up for hirers in accordance with requirements
- To undertake portage tasks as required including setting up and clearing away furniture
- To undertake handypersons duties as directed by the Town Clerk
- To control the provision and replenish toiletry items, including requisition, storage and distribution of such items
- To attend to, where necessary, personnel visiting the site such as contractors
- To comply with the requirements of Health and Safety, other relevant legislation and Council policies and carry out weekly fire alarm tests, and assist with evacuation procedures
- To ensure that security is maintained
- To ensure that the inside of the Town Hall and the area directly outside is tidy and well presented
- To report emergencies in the case of faults with gas, electric and water supply to the Town Clerk, or where not immediately available technical services or regular contractors, and report minor faults on site to the Council office
- Cleaning duties as required
- Opening and locking up including lights and internal doors
- To maintain and clean the public toilets.
- To report any areas that relate to health and safety issues to the Town Clerk

Person Specification:

- Motivated and flexible
- Be able to positively interact with members of the public.
- Have experience in practical maintenance or mechanics.
- Clear understanding of relevant Health and Safety legislation.
- Formal training in manual handling.

To apply, please send a letter of application with your CV to [enquiries@attleboroughtc.org.uk](mailto:enquiries@attleboroughtc.org.uk)

Application closing date: 15<sup>th</sup> October 2021