

Kent County Council

Job Description: Caretaker

Directorate: Growth, Environment and Transport
Unit/Section: Country Parks – Lullingstone Country Park
Grade: KR3
Responsible to: Visitor Experience Manager

Purpose of the Job:

To keep the visitor centre and adjacent areas clean and tidy, and carry out general caretaking duties, including small maintenance tasks and repairs.

Main duties and responsibilities:

- To clean public areas to a high standard, including dusting, vacuuming, mopping floors, cleaning toilets, emptying bins etc.
- To maintain Supplies of consumables e.g. toilet paper, cleaning products.
- To clear rubbish from the visitor centre, café and other public areas into recycling facilities.
- To deal with emergency cleaning issues as they arise e.g. spillages.
- To carry out minor maintenance tasks such as painting, and fence repairs.
- To complete weekly fire alarm tests.
- To complete weekly building inspections and report to contractors, maintenance required.
- To update the COSHH files.
- To clean other site areas including the office, volunteers' room and function space as directed by the Visitor Services Manager.
- To assist with stock checking.
- To report any defects with the equipment.
- To present a pleasant and helpful manner to the general public at all times.
- To participate in any relevant training for the duties of this post as required.
- To comply with standard employee Health & Safety at Work responsibilities, and with the Councils Equal Opportunities policy.
- To carry out other associated duties as may be assigned by senior members of the Visitor Services Team.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post

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Person Specification: Caretaker

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> Educated to GCSE level or equivalent
EXPERIENCE	<ul style="list-style-type: none"> Previous experience of working in a public facing environment Previous experience of cleaning/caretaking duties
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Able to use a range of basic tools and machinery associated with the post, such as cleaning equipment Flexible- willing to switch between roles, and cover additional hours as required Reliable, punctual and trustworthy with cash and other valuables Ability to work in a team and on your own initiative. Willing to muck in and help out, from cleaning through to greeting VIP's Good communicator – able to answer basic enquiries from the public (with training/knowledge provided) or find someone who can
KNOWLEDGE	<ul style="list-style-type: none"> COSHH awareness
BEHAVIOURS AND KENT VALUES	<p>Kent Values:</p> <ul style="list-style-type: none"> We are brave. We do the right thing, we accept and offer challenge We are curious to innovate and improve We are compassionate, understanding and respectful to all We are strong together by sharing knowledge We are all responsible for the difference we make