



SANDOWN TOWN COUNCIL

JOB DESCRIPTION

LOCK-UP PERSON – 10 HOURS PER WEEK

Lock-up Person:

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Responsible for:

- Opening and secure closing of centre out of hours.
- Light cleaning duties
- Responding to emergencies affecting the premises outside normal working hours.
- Working Flexibility to accommodate bookings.

Specific Responsibilities

1) Premises

- a) Opening of premises for hirers.
- b) Ensuring building is empty prior to locking up.
- c) Ensuring all windows and doors are closed and locked prior to locking up.
- d) Ensuring all taps and lights are off prior to locking up.
- e) Locking of premises.
- f) Operation of fire and security systems.
- g) Responding to emergencies outside of office hours.

2) Janitorial duties

- a) Setting up/Clearing down furniture in rooms.
- b) Emptying of bins.
- c) Wiping down of surfaces, switches and handles.
- d) Dusting, sweeping and mopping of office space.

- e) Cover for caretakers cleaning duties during periods of annual leave.
- f) Any other duties that the clerk deems appropriate

3) Relationships

This role is customer facing and the successful applicant will be required to interact with centre users when opening and closing in a polite and professional manner.

4) Hours of work

The Broadway Centre is a busy community centre where a variety of activities are undertaken. There are both regular bookings and ad hoc bookings. The successful applicant will need to work flexibly to accommodate the bookings and on occasion, undertaking light cleaning duties between opening and closing.

Reporting To:
Liaising with:
Salary:

Clerk
Caretaker
NJC SCP1 £17,364 pro-rated (£9.27 ph)

October 2021



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	Essential = E Desirable = D	<u>Source of Evidence</u> Application = A Interview = I	
1	QUALIFICATIONS		
D	Successful completion of basic Health and Safety, Manual Handling and Equality and Diversity training (can be provided if required)		A
2	EXPERIENCE		
D	Recent experience in a similar role.		AI
3.	SKILLS / KNOWLEDGE		
E	Good Communication Skills		AI
D	Knowledge of Health and Safety at work and safe manual handling practises or willingness to undertake training.		AI
E	Ability to undertake light cleaning duties and lifting/handling of furniture.		AI
E	Works in a tidy, organised manner		AI
E	Demonstrate an understanding of, and commitment to, equality and diversity.		
4.	PERSONAL SKILLS - Must be		
E	A people person with good communication skills		AI
E	Flexible to accommodate a variety of bookings.		AI
E	Trustworthy and Reliable		AI
E	Remain calm under pressure		AI
E	Understand discretion and confidentiality		I