

Caretaker Role

Shinfield Parish Council

Hours	12 hours per week
Salary	£14.41 per hour
Location	Shinfield Parish Council facilities, including School Green Centre and other parish buildings
Contract	Part-time

About the Role

Shinfield Parish Council is looking for a reliable, friendly and practical Caretaker to help look after our buildings and provide a welcoming service to residents, visitors, hirers and community groups.

This is a varied role, so we are looking for someone who is happy to get involved with different tasks throughout the week. One day you could be setting up a room for a community event, another day carrying out basic building checks, helping a customer at the front desk or making sure the building is clean, tidy and ready for use.

The role will be based across the Parish Council's facilities, so flexibility is important.

Key Responsibilities

Building & Caretaking Duties

- Open and close buildings when required.
- Carry out basic checks of buildings and report any faults, damage or maintenance issues.
- Make sure rooms and communal areas are clean, tidy and presentable.
- Carry out light cleaning when required, including wiping surfaces, emptying bins and keeping areas presentable.
- Set up and put away tables, chairs and other furniture for meetings, events and room bookings.
- Assist with moving furniture and equipment around the building when required.
- Check that rooms are ready for hirers and community groups.
- Ensure buildings are left secure and tidy after use.
- Report any maintenance, health and safety or security concerns to the Facilities Team.
- Help keep external areas around the buildings tidy where required.
- Support the Facilities Officers with general day-to-day building tasks.

Customer Service

- Provide a friendly and welcoming first point of contact for visitors to the building.
- Manage the front-of-house desk when required.
- Welcome residents, visitors, contractors, hirers and community groups.
- Deal with general enquiries and direct people to the appropriate member of staff where necessary.
- Assist visitors with basic information about the building and facilities.
- Manage room bookings and visitors in line with the Council's procedures.
- Answer telephone calls and respond to general enquiries where required.
- Help ensure the reception/front-of-house area remains clean, tidy and welcoming.

- Deal with minor issues or queries where possible and escalate anything outside the role to the Facilities Team.

The Ideal Candidate

- Friendly, approachable and confident dealing with members of the public.
- Reliable and able to work independently.
- Practical and happy to get involved with hands-on tasks.
- Comfortable setting up tables, chairs and rooms for events.
- Organised and able to manage different tasks during a shift.
- Able to spot issues with buildings and report them appropriately.
- Comfortable carrying out light cleaning duties when required.
- Professional and polite when dealing with residents, visitors and contractors.
- Flexible and willing to work occasional evenings or weekends when required for events or room bookings.
- Able to work as part of the wider Facilities Team.

Previous experience in caretaking, facilities, reception, customer service, community buildings or a similar role would be useful, but it is not essential. The most important thing is having the right attitude and being someone we can rely on.

Hours of Work

The role is for 12 hours per week.

The hours may vary depending on the needs of the buildings, room bookings and events. The successful candidate will therefore need to have some flexibility around their working hours, including occasional evening or weekend work where required.

What We Offer

- A varied role working across Shinfield Parish Council's facilities.
- A friendly and supportive working environment.
- The opportunity to work directly with residents and local community groups.
- A role where no two days are necessarily the same.
- Support from the Parish Council's Facilities Team.
- £ 14.41 per hour for 12 hours per week.

How to Apply

If you are practical, friendly and enjoy working with people, we would like to hear from you.

Please contact Shams.Ali@shinfieldparish.gov.uk for more information and to request an application form.

Shinfield Parish Council is committed to providing safe, well-maintained and welcoming facilities for the local community, and this role will play an important part in helping us achieve this.