



Are you our new  
**Caretaker /  
Cleaner?**

**Bay of Colwyn Town Council**

**JOB VACANCY PACK**

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# Bay of Colwyn Town Council

## About the Role

The Town Council is seeking to appoint a reliable and trustworthy individual to work as part of a small and friendly team. Previous commercial cleaning experience is essential, together with the ability to work flexible hours (including occasional evenings or weekends) and living within 5-10 minutes travelling time of the Town Hall, Rhiw Road, Colwyn Bay. For an informal chat, or further information about the role, please contact the Town Clerk, Mrs Tina Earley, on 01492 532248.

**Please find the detailed job description and person specification on the following pages ...**

## Hours of Work

This is a part-time role with a guaranteed minimum of six hours per week. You will be paid monthly, directly into your bank account. Core working hours will be agreed with the successful applicant, but are expected to be worked over three days. Additional hours may be available for occasional evening/weekend working.

## Salary

The appointment will be made according to the Local Government pay scales, based on salary scale points 1-2, currently £9.53 to £9.62 per hour, but with the 2022 national pay award pending.

## Holidays

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You will be entitled to the equivalent of 22 days holidays per annum, plus Bank Holidays (pro-rata, based on hours worked)

## **JOB DESCRIPTION**

Post Title: Caretaker/Cleaner (Part-time)  
Location: Town Hall, Rhiw Road, Colwyn Bay  
Line Manager: Clerk to the Town Council

### **Key tasks and Responsibilities:**

#### **1. CLEANING**

- 1.1. The cleaning of all rooms, halls, corridors, toilets etc. and all other areas within the building.
- 1.2. To use cleaning equipment and materials in the prescribed manner, accepting responsibility for the equipment used and ensuring the safe usage and storage of such equipment and materials, in accordance with COSHH regulations.
- 1.3. To ensure that adequate stocks of toilet supplies, soap and other cleaning materials are maintained and replenished when necessary by notifying the Administration Assistant or the Clerk when stocks levels are low.
- 1.4. To launder table cloths and tea towels, as necessary.
- 1.5. To ensure that cleaning/caretaking equipment is in a safe working order and report any defects to the Clerk.
- 1.6. To empty bins and recycling receptacles.

#### **2. SECURITY**

- 2.1. The general security and safety of the building and its occupants, to include opening and closing, as required.

#### **3. MAINTENANCE**

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To report to the Clerk to the Town Council any structural defects or any other matter that may affect the security and /or safety of the premises or its users.

3.2.Ensuring that all passageways and fire exits are free from obstruction and/or reporting any obstructions to the Clerk.

3.3.To carry out the routine checks/flushing of hot and cold water taps and record checks in the Legionella log book.

#### **4. FIRE ALARM AND EMERGENCY LIGHTING**

4.1.The testing of the emergency lighting on a monthly basis, maintaining a record of such tests.

4.2.Liaising with the caretaker of the adjoining police property to carry out weekly fire alarm testing, maintaining a record of same (if/when required).

4.3.To be fully familiar with the fire precautions and procedures, the locations of the fire exits and the muster point in the event of a fire and to advise users of these.

4.4.To carry out a weekly inspection of the fire extinguishers to check for any signs of damage, maintaining a record of same.

4.5.To respond to fire alarm and other emergency call-outs (e.g. fire, flood, breaking and entering, accident or other major damage), taking any necessary emergency action, as required (accompanied), and reporting any action taken to the Clerk at the earliest opportunity.

#### **5. MISCELLANEOUS**

5.1.To be familiar with the requirements of the health and safety legislation for the building and all persons in the building.

5.2.To attend training courses associated with these responsibilities, as requested, and keep informed of health and safety issues relating to the duties of the Post.

5.3.To arrange or re-arrange furniture in rooms, as required by the Council.

5.4.To set-up, as required, wash, dry and put away all crockery and cutlery used by

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the Council for its meetings or events.

5.5. Ensuring the ready availability of sufficient first aid equipment and the replenishment of same.

5.6. To carry out routine (quarterly) inspections of all internal and external areas of the premises, submitting written reports and any highlighting any problems to the Clerk.

5.7. To ensure that the main pathways and entrances to the building are kept tidy and clear of any leaves or other slip hazards.

5.8. To water/maintain the Town Hall floral displays, as required.

5.9. To carry out minor/temporary repairs, as able, direct workmen/contractors to the location of any repair/maintenance works and report any other reactive maintenance works to the Clerk.

5.10. To sign in/out of the premises and complete any required paperwork.

5.11. To carry out any other reasonable instructions of the Clerk to the Council, as necessary.

## Working conditions

The post holder will work in a pleasant office environment but must be prepared to occasionally work alone and unsupervised. All necessary safety equipment and personal protective equipment will be provided by the Council.

## Person Specification

(Essential/Desirable)

- Previous experience in a caretaking/cleaning role E
- Ability to work on own initiative, unsupervised E

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| Thorough understanding of relevant health & safety regs  | D |
| • Flexibility to work occasional evenings/weekends       | E |
| • Ability to respond to emergency call-outs in 5-10 mins | E |
| • Good standard of general education                     | D |
| • Good communication skills                              | E |

## Ready to Apply?...

Excellent, we're glad you want to apply and we want to make it as simple as possible. All you need to do is download the application form from our website [www.colwyn-tc.gov.uk](http://www.colwyn-tc.gov.uk), fill it in and either drop it in to the Town Hall, or e-mail it to us at: [clerk@colwyn-tc.gov.uk](mailto:clerk@colwyn-tc.gov.uk)

The deadline for applications is Thursday 17<sup>th</sup> November 2022.