FACILITY CARETAKER JOB DESCRIPTION

The Caretaker is employed by Somersham Sports & Leisure Association (SSLA).

The Caretaker is accountable to the SSLA Trustee Secretary/Parish Clerk.

The Caretaker’s position is based at The Millennium Sports Field, The Trundle, Somersham but work around the parish may be required as instructed.

This is a part-time position paid on an hourly basis, average 10 – 15 hours per week, Monday – Friday plus alternate weekends.

Holidays and illness must be notified to the Trustee Secretary/Parish Clerk as soon as they are known so that arrangements can be made for a temporary employee to undertake the work below.

The Facility Caretaker is responsible for:-

MILLENNIUM PAVILION & SEA CONTAINERS

Duties include:

- Discussing with the secretary the work required each week.
- Carrying out the cleaning as discussed.
- Re-filling soap dispensers, paper towels, toilet rolls etc as and when necessary.
- Advising the secretary of damage, vandalism, repairs etc immediately on discovery.
- Advising the secretary when cleaning materials are running low so they can be replaced.
- Moving tables & chairs to/from the storeroom when requested.
- Setting up / clearing away the Tea Room including tables for / after functions when requested.
- Window cleaning
- Intensive cleaning – cooker, fridges, kitchen cupboards etc
- Painting/ minor maintenance
- Tidying / sweeping out the sea containers
• And any other relevant duties connected to the cleanliness & tidiness of the pavilion inside and outside necessary for the hire and general good upkeep of the facility.

**MILLENNIUM SPORTS FIELD**

**Duties include:**

• To cut the grass in the children’s play area
• To cut the landscaped area
• Weekly play area inspection check & a signed Inspection Report to be completed after checking each time. Inspection Report to be delivered to the Trustee secretary in the same week to authorise action.
• Litter Clearing in and around children’s play area, sports field, car park and surrounding ditches.
• Empting of outside litter bins and cigarette bin
• To sweep the car park, pathways and access road in and around the facility
• To mark up football pitches before matches and cricket boundary line.
• To erect the football goals, nets, spectator rope barriers etc as required before every game during the football season.
• To notify the Trustee Secretary if the pitches require rolling/maintenance prior to the next match.

**Additional tasks include:**

Manual and general maintenance work as requested by the Trustees.

To report to the SSLA Secretary any repairs or replacements required to the facility as a whole. The Trustee Secretary / Trustees will decide whether the work is required to be carried immediately or not.

The SSLA works closely with Somersham Parish Council and share work responsibilities as directed by the Parish Clerk/Secretary.

The SSLA Facility Caretaker and Somersham Parish Council Groundsman cannot take holidays at the same time as each person is required to cover general maintenance work for the other. Work requested for the Parish Council may be on a once off weekly basis but could be more frequent such as daily during holiday cover.

Somersham Town Cricket Club currently undertakes all maintenance of the Cricket Square.

Signed……………………….  Facility Caretaker
Date…………………………   Name…………………………