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PORLOCK



Parish Council

Parish Room
Old School Centre
West End
PORLOCK
Somerset TA24 8NP

PPC Caretaker's Job Description

Daily Duties:

1. Ensure Public Toilets at Doverhay are locked between 6-7pm.
2. Ensure the Public Toilet at the Old School Centre is locked between 6-7pm and the gates to the car park are locked.
3. Ensure the outside areas of the Old School Centre are kept free of litter.
4. Whenever a frost is likely, ensure all public areas including the steps, car park entrance and parking area at the Old School Centre are kept well salted and safe for public access.
5. Check litter bins and if full, transfer waste to wheelie bins.
6. Carry out a visual check of the Old School Centre for any damage or potential hazard and report to the Office.

Weekly Duties:

7. Ensure the outside areas of the Old School Centre are swept and kept tidy, removing cobwebs around the doors etc. and ensuring area is free of bird droppings.
8. Put out rubbish, including ash from boiler, and the recycling as necessary on the evening before collection day (currently Mondays except when that is a Bank Holiday).

When required:

9. Trim back any weeds or undergrowth on the boundary walls, garden walls and keep drains and grills clear.
10. To be responsible for boiler operation and the basic boiler operational maintenance, such as emptying the ash, as agreed.
11. To monitor pellet supply, notify the office when reordering is required and supervise delivery.
12. To monitor PPC assets as agreed.
13. Advise Admin Officer/Clerk regarding restocking/ordering of consumables, such as bin liners, salt and other consumables.
14. Undertake any minor repairs within capabilities as required, e.g. change light bulbs, minor fixings, tap washers, etc. in accordance with agreed health & safety policy.
15. Undertake any reasonable tasks as requested.

General:

The caretaker needs to provide good communications with the Clerk via email or mobile phone as the main contact for any urgent request or an emergency arising at the Old School Centre.