



WETHERBY TOWN COUNCIL

The Town Hall, Market Place, Wetherby, LS22 6NE

Tel: 01937-583584

E-mail: admin@wetherby.co.uk

www.wetherby.co.uk

VACANCY FOR PART-TIME CARETAKER

The Town Council is looking to recruit new, part-time caretakers to help service bookings in Wetherby Town Hall.

The contract will be zero-hours, which means that it is a very flexible role, with an immediate start available for the right candidate.

Shifts will be available on evenings and at weekends, as well as during the day, so might work for someone looking to supplement their income from a main job. Hours of work will vary according to bookings in the Town Hall and to provide cover when needed.

You will be working as part of a trusted team, helping to contribute to the smooth running of the Town Hall which is one of the premier venues for hire in Wetherby. Duties will include:

- Assisting hirers – providing a first class, personable service to our customers.
- Setting up and clearing away function rooms, to include lifting and moving tables and chairs.
- Cleaning and general maintenance.
- Locking and unlocking the Town Hall.
- Checking members of the public in and out in a Covid-safe way.

Previous experience of facilities management is desirable, but not essential. Training will be given as required, including fire marshal and first aid at work certifications.

The position is paid at £9.77 per hour, in accordance with rates agreed by the National Joint Council pay scales.

All members of staff are required to undergo DBS checks and provide evidence of the right to work in the UK.

A copy of the application form, job description and person specification can be found online at: www.wetherby.co.uk/Council_News__and__Notices_3765.aspx

Please do not hesitate to get in touch if you require any further information or have questions about the role.

To apply, please submit a completed application form to clerk@wetherby.co.uk or to Wetherby Town Council, The Town Hall, Market Place, Wetherby, LS22 6NE.

Iona Taylor, Town Clerk
3rd August 2020