



WETHERBY TOWN COUNCIL PERSON SPECIFICATION

Job Title: Town Hall Caretaker (Part-Time)

Responsible to: The Town Clerk

Date Produced: November 2019

Hours: Variable.

JOB PURPOSE

To provide a caretaker and customer care service to ensure the smooth and safe running of the Town Hall outside office hours.

Skills

1. Good verbal communication skills which can be used over the telephone or in person.
2. Good interpersonal skills to interact with Town Hall hirers.
3. Basic literacy and numeracy skills.
4. Problem solving.
5. Self-motivation as the caretaker is often the only member of staff in the building.
6. Honesty
7. Ability to show empathy to residents who seek help and advice on a range of issues.

Knowledge

1. Understanding of basic health and safety concepts.
2. Up to date first aid qualification (can also be provided at start of employment).
3. Up to date fire marshal qualification (can also be provided at start of employment).
4. Willingness to undertake training to fulfil role.

Desirable Experience

1. Relevant experience of customer service.
2. Experience of venue management.

Other

1. Takes a pride in their work and in the Town Hall.
2. Takes a pride in helping others e.g. Town Hall customers, members of the public.
3. Ability to contribute as part of a team, whilst mainly working on own.
4. A flexible approach to work to provide staffing cover in the Town Hall as required, including early mornings and late shifts as required and by mutual agreement.
5. Ability to set up and clear away function rooms, to include lifting and moving tables and chairs.