



JOB DESCRIPTION

Job Title: Estate Operative
Hours: 21 hours per week
Location: Kesgrave Town
Reporting to: Clerk and Proper Officer (Line Manager)
Events and Estate Manager (day to day work)
Date: 30/7/19

Job Summary:

- Opening and closing of Town Council Facilities – MJH, Cedarwood Green and MSG Car Park gate
- Setting up and clearing away for all hirers and supporting Town Council events
- Perform cleaning and janitorial work, litter picking, play equipment inspections
- Be vigilant and inform the Town Council Office asap of any defects, damage or hazards which are likely to affect security or safety of staff or members of the public
- Undertake basic repair work and where practical/possible make emergency or minor repairs to any defects, damaged or vandalised property (inc graffiti) found

Job Responsibilities

- The exact tasks you will be expected to carry out on a day to day basis will be dependent on work schedules provide to you by your day to day Line Manager.

MSG Car Park

- Open the MSG Car Park gate at the beginning of each working day shift. (NB A contractor currently locks the MSG Car Park gate at 11pm each evening).

MJH and Hirings

- Open up the building at the beginning of each day shift. This includes any window, doors, locks, shutters, blinds etc. Turn on any equipment required eg: urns, heating etc.
- Setting out tables and chairs and other equipment required (sound systems, projectors etc.) as directed by hirer/s or the Council Office and subsequently clearing them away when finished with.

- Closing the MJH building at the end of each evening shift and ensuring that it is properly secured. This includes window, doors, locks, shutters, blinds etc. Also make sure lights are switched off and equipment is turned off/down eg: heating, urns etc.
- Provide assistance to visitors, hirers, Councillors and staff during meetings, visits and hirings.

Building Maintenance and Servicing (MJH and Town Council Office)

- Perform general cleaning and janitorial work on a daily bases or as required to supplement the cleaning undertaken on a Monday, Wednesday and Friday by a cleaning contractor (MJH), to ensure a high standard of Council facilities, fitting this around the MJH users in a sensible and helpful manner; This may include dusting, hoovering, mopping / sweeping floors, cleaning cookers / fridges / sinks / toilets / draining areas / surfaces / windows, floor buffing, replacing toilet rolls / soap etc.
- Empty and clean bins and remove waste to designated areas, including recycling areas and ensure skips are put out for emptying at the appropriate times.
- Ensure premises are clear and free of hazardous materials at all times.
- Ensuring that all the exterior hard surfaces and guttering are kept in a clean and tidy condition including the cleaning of drains and gulleys, the salting and de-icing of hard surfaces during the winter months and the moving of snow to ensure access to the premises.
- Where feasible, practical and safe to do, undertake basic repair and maintenance work (e.g. changing light bulbs, equipment servicing, painting and decorating etc.) as requested.
- Undertake routine maintenance checks (e.g. fire alarm, intruder alarms, legionella checks etc.) to ensure compliance with Health and Safety legislation.

Play Areas

- Unlocking and locking park areas at locations around the Town as required; Currently only the Cedarwood Green Muga.
- Perform inspections of any play equipment owned by the Town Council. Currently, Oak Meadow, Cedarwood Green, Grange Meadow Basketball Court and KWMCC.

Litter Picking

- Undertake litter picking for the Council and the Town, as directed by the Office.

Market

- To help set up and layout the Market on the Saturday starting 7.30am ready for the indoor stall holders at 8.00am.
- Put out any market banners a week before the Market and take down after the Market.

Service Monitoring and Performance

- Always be vigilant and inform the Town Council Office asap of any defects, damage or hazards which are likely to affect security or safety of staff or members of the public e.g. broken or cracked windows, uneven surfaces, broken play equipment, trip hazards; spills, sharp objects etc. and if possible rectify those issues as soon as possible (see emergency/minor repairs).
- Inform the Town Council Office when material stocks are getting low so they can be re-ordered in a timely fashion.
- Report any vandalism, graffiti, antisocial behavior, fly tipping or abandoned vehicles to the Town Council Office, along with other items or activity which you have any concerns about.
- Make recommendations to the Events and Estate Manager as to alterations or improvements that would make any service run better. This could include recommendations about working practices, alternative supplies etc.

Emergency / Minor Repairs

- Where practical/possible make emergency or minor repairs asap to any defects, damaged or vandalised property (inc graffiti) found or where this can't be undertaken take all measures to cordon off the area or remove the damaged item so it cannot cause any Health and Safety issues.

Ordering / Purchasing

- With the authority of the Town Council Office order or purchase items.

Relationship Management

- Gain a good working relationship with hall hirers.
- Wear any supplied clothing (uniform, hi-viz vest etc) and be polite at all times.

Personal

- To attend training courses or seminars on the work and role of the Estate Operative and the Council's activities as required by the Town Council.

Other

- The nature of the post requires the post-holder to work flexibly to meet the needs of the Town Council. In particular, it will be usual for the post-holder to work early mornings, evenings and weekends.
- Take in delivered items and dispatch goods and materials as requested.
- Undertake such other duties commensurate with the level of the post and job purpose as reasonably required by the Town Council.

Other Duties

The post holder will be expected at all times to operate within the Council's Policies, particularly in respect of:

- Equality and Diversity
- Health & Safety
- Risk Management
- Financial Regulations
- Confidentiality

The post holder will be expected to participate in the following areas:

- Quality Assurance System
- Staff Appraisal Process
- Continuous Professional Development
- Promoting a positive image of the Council

This job description sets out the main duties associated with this post. It is assumed that other duties of a similar level/nature are not excluded simply because they are not itemised.

Duties of the post could vary from time to time as a result of new legislation, changes in technology or policy. In this event, appropriate training will be provided.