

EPPING TOWN COUNCIL

JOB VACANCY CARETAKER - EPPING TOWN COUNCIL

- Title and Grade:** Caretaker - Spinal Column 2 and London Weighting, equalling £9.93 per hour.
- Hours:** As needed. Approximately 10 per week (weekdays, daytime). Hours will usually follow a regular pattern.
- Responsible to:** Town Clerk.
- Liaison with:** Town Clerk, Recreation & Amenities Manager, Grounds team, administrative assistants, Epping Hall caretakers, Jack Silley Pavilion caretaker and other staff as appropriate, users of the premises, the public, contractors, other agencies.
- Purpose of job:** To contribute to the smooth running of the Town Council's premises including the Jack Silley Pavilion during daytime hours and cleaning between bookings as required. Supporting the caretaking team at Epping Hall with similar cleaning and caretaking duties.
- Usual place of work:** Jack Silley Pavilion, Stonards Hill recreation ground
Epping Hall, St Johns Road
- Responsibilities:** The routine and non routine opening of premises, grounds, moving furniture and cleaning building (Pavilion).
Cleaning and housekeeping tasks to support the caretaking team. May include some assistance with bookings. (Hall)
- Additional duties:** The postholder may be requested to offer additional assistance at Epping Hall and may be offered additional hours to assist with holiday cover and busy periods, which will include evenings and weekends.

Contact: Beverley Rumsey, Town Clerk: info@eppingtowncouncil.gov.uk or [01992 579444](tel:01992579444) for an application pack.

Closing date: 11th February 2022