



ROLE DESCRIPTION

Role title	Assistant Caretaker		
Directorate	Community		
Reporting to	Library Manager		
Grade	15		
Evaluation ref	AU0373	Job Family Ref	CCT15
Role purpose			
<ul style="list-style-type: none">• To work alongside library teams to ensure the library premises are kept in good standards and regularly maintained.• To help ensure building security.• To assist with portering duties.			
Key results area	Accountability		
Corporate Responsibilities	<ul style="list-style-type: none">• Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.		
Security	<ul style="list-style-type: none">• Shares with assistant caretaker security duties.• Ensures the library premises and contents are secure. When on duty, opens building in morning, secures it at night.• Advises on faults or maintenance items.• Tests and monitors building alarm systems: intruder and fire alarms.• Reports faults• Regularly patrols the library during opening hours to deter theft, vandalism and anti-social behaviour. Where in use, responds to 'Shop Watch' radio information e.g. monitors suspect in the library.• Monitors users asked to leave premises (e.g. drunk, drug abusers).		
Cleaning	<ul style="list-style-type: none">• Cleans non-public areas and monitors cleaning standards of contract cleaning.• Reports problems to Library supervisors.• Clears outside of premises of litter, leaves etc.• Ensures access by clearing snow and ice and other obstructions.• Sorts and removes refuse from the premises for collection or recycling.		



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Building Maintenance	<ul style="list-style-type: none">• Monitors heating, lighting and ventilation according to conditions and instructions.• Monitors maintenance needs of the premises and reports to Library supervisors within guidelines.• Undertakes minor repairs in safe environments such as unblocking toilets, replacing light bulbs.• Carries out emergency procedures on some facilities such as lifts, emergency generators etc.• Shows contractors around the building and explains work to be carried out. Monitors that the work is done safely.
Portering	<ul style="list-style-type: none">• Assists in loading/unloading deliveries.• Distributes items throughout the building as directed: stock, furniture, post, equipment and supplies.• Is responsible for post/mail, both incoming and outgoing.• Takes money to the bank and can cash petty cash cheques.• Purchases items as directed, using petty cash.• May set up/take down display equipment.
Equalities	<ul style="list-style-type: none">• Understand, uphold and promote the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.
Qualification/Knowledge/Experience/Skills	
<p>We offer ongoing support, training and guidance to help you be the best you can be. But it will really help if you:</p> <ul style="list-style-type: none">• Able to work with minimal supervision, using own initiative.• Are hard-working and receptive to change.• Able to communicate with people from a range of organisations.	
Dimensions of role	
<ul style="list-style-type: none">• Makes contact with Library supervisors to receive information and direction. In contact with Library staff, other Somerset Council staff (e.g. Building Surveyors), and contract cleaners. Also, with staff of contractors, suppliers etc. Does not initiate contact with external suppliers unless directed by Manager.• Has regular contact with the public and library users. These occasionally may be difficult situations e.g. confrontations or verbal abuse. Has contact with representatives of local groups who use the library for meetings or displays.• Within guidelines, has occasional contact with the Police and other security organisations.	



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- Works in a large library: 1,000-3,000 sqm, several floors, with a variety of equipment and facilities installed such as lifts, air conditioning.
- Uses materials and cleaning equipment.
- Usually works as the only assistant caretaker in the building, as the other caretaker often works different shifts.
- Regularly carries money average £200 per week to the bank.
- With regard to the building, opens and secures library for part of week, reports faults, monitors security.

Notes

Competencies / attributes	<ul style="list-style-type: none">• Working with the public• Practical Ability• Building maintenance skills. Some experience in caretaking or similar duties. (Desirable.)• Ability to prioritise.• Ability work with minimal supervision• Handling basic tools• Experience cleaning.• Ability to respond to incidents in the library confidently and calmly.• Ability to communicate with people from a range of organisations e.g. Community Groups that have booked the library's meetings room; security staff; contractors.• Well organised and methodical in approach.• Good interpersonal skills.• Conflict management and team working skills.• Honesty.• Good timekeeping.• Attention to detail.
Working conditions:	May be asked to work in other libraries, as needed, within reasonable travelling distance
Working arrangements:	Regular working pattern but can be adjusted by mutual agreement.