

JOB DESCRIPTION

Job Title	Assistant Caretaker		
Directorate	Partnerships, Localities and Culture		
Reporting to	Library Supervisor		
Grade	15		
Evaluation ref:	AU0373	Job ref:	Family CCT15
Role purpose			
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.			
Responsibilities			
<p>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. Assists with 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).</p> <p>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.</p> <p>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.</p> <p>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.</p>			

JOB DESCRIPTION

Purchases items as directed, using petty cash.
May set up/take down display equipment.

Impact

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.

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.

	Essential	Desirable	
Knowledge / Skills			
Ability to prioritise. Ability to work with minimal supervision, using own initiative. Handling basic tools. Experience cleaning. Ability to communicate with people from a range of organisations e.g. Community Groups that have booked the library's gallery; contractors.	X		
Experience			
Cleaning experience.	X		

JOB DESCRIPTION

Working with the public.			
Some experience in caretaking or similar duties. Building maintenance skills. Some experience in caretaking or similar duties.		X	
Qualifications / Registrations / Certifications			
Not applicable.	X		
Skills			
Well organised and methodical in approach. Good interpersonal skills. Team working skills. Flexible. Honest. Good timekeeping. Attention to detail.	X		
Approachable and polite manner. Ability to build up and maintain good working relationships.		X	
Working Conditions			
May be asked to work in other libraries, as needed, within reasonable travelling distance.			
Working Arrangements			
Somerset Council's dynamic Working Strategy will be applied to this position.			
Corporate Responsibilities			
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.			

Date: April 2025