

# Dronfield Town Council - Person Specification

**Job Title:** Caretaker

**Department:** Caretaking

**Date:** 26<sup>th</sup> July 2024

<b>Qualities</b>	<b>Essential</b> Those qualities which are essential to perform the job.	<b>Desirable</b> Those qualities which allow the job to be performed to the optimum level.
<p><b>Work Experience</b> Previous experience required to do the job.</p> <p>Performing cleaning tasks using a variety of methods and equipment</p>	<p>Essential</p> <p>Essential</p>	
<p><b>Education/Qualifications</b> e.g. academic or professional qualifications.</p> <p>Basic standard of education.</p> <p>Good verbal communication skills to be able to respond to the public and customers in a professional and responsible manner</p>	<p>Essential</p> <p>Essential</p>	
<p><b>Skills/Abilities</b> e.g. analytical skills, computer skills.</p> <p>Experience of using cleaning materials and equipment</p> <p>Awareness of safe working practices</p> <p>Ability to understand different methods of cleaning.</p> <p>Safe use of cleaning equipment including vacuum cleaners and floor cleaners.</p> <p>Safe use of cleaning chemicals</p> <p>Good personal hygiene practice.</p> <p>Familiar with building security i.e. locking and unlocking and alarm systems</p> <p>Being observant and thorough</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Desirable</p> <p>Desirable</p>

Being physically capable Good work ethic and time management skills	Essential	
The ability to demonstrate strong customer focus and a commitment to service improvements	Essential	
Willingness to undertake relevant instruction and training	Essential	
Reliability and good time-keeping	Essential	
'Can-do' attitude and willingness to learn	Essential	
Take pride in a job well done	Essential	
Friendly, polite and helpful to centre users.	Essential	
Self-motivated and able to act on own initiative	Essential	
<b>Personal details</b> e.g. leadership, flexibility, team working.		
Flexible and willing to work outside normal working hours (evenings & weekends) to meet the needs of the bookings	Essential	
Ability to work independently or as part of a team, seeing what needs doing and acting upon it.	Essential	
Ability to work with minimal supervision	Essential	
<b>Other Circumstances</b> Special conditions that apply to the job, e.g. need to travel, work away from home etc.		
Ability to work evenings & weekends, as when required.	Essential	
Ability to travel between sites.	Essential	