

WELLS CITY COUNCIL

Job Description	Portway Annexe Evening Caretaker/Cleaner
Designation:	Tourist Information
Grade:	£13.69 per hour
Hours:	Part-time: 8 - 17.5 hours per week (Monday Wednesday & Friday - 4 hours a day 5.30pm- 9.30pm)
Location:	Portway Annexe, Wells Town Hall or another Council building as required
Job Purpose:	Clean and manage the evening requirements of the Portway Annexe Community Hub
Line Manager:	Town Hall Manager
Responsible for:	No supervisory responsibilities
Key duties:	• Key holding • Cash Handling and managing bookings & general enquiries in person • Cleaning of public areas to a high standard, including dusting, vacuuming, mopping floors, cleaning toilets, emptying bins etc. • Setting up and clearing away before and after functions • To be aware of health and safety issues and any other current legislation, and implement regulations • To deal with the general public in a courteous and sympathetic manner
Skills Knowledge and Experience:	• Ability to manage own time and workload • Effective verbal communication skills • Ability to respect and retain confidence • Knowledge of the City council and its functions is desirable.
Complexity & Creativity:	• To assist in identifying and fixing/resolving any issues or questions presented. • Ability to respond politely to enquiries and report to the Town Hall Manager
Judgment and decisions:	• Be able to act on own initiative to resolve day to day issues in the set up and pack down of the function

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Contacts:

Town Clerk

Town Hall Manager

Volunteers and Partners

Members of the public

Town Hall Staff

General:

Any other duties as so determined by the Town Clerk or nominated senior officer.