



Princes Risborough Town Council - Job Summary

Employer:	Princes Risborough Town Council.
Location:	Th Wades Centre, Stratton Road, Princes Risborough, Buckinghamshire.
Industry:	Local Authority.
Job Type:	Flexible hours, 25 hours on average a week, Wednesday – Sunday. (Monday and Tuesday are non-working days)
Career Level:	Experience desirable
Salary:	Competitive salary (depending on experience), increasing on completion of a successful probation period.

Wades Centre Caretaker

About the Job

Princes Risborough Town Council is currently looking to recruit a Caretaker for the Wades Centre on a flexible working hours basis.

You will be responsible for the set up of meeting rooms, general cleaning of the premises and security of the Wades Centre.

You will be required to work a flexible shift pattern which will involve evening and weekend working and you are able and willing to respond to occasional out of hours emergencies.

All necessary training will be provided and applicants must be able to work, at times without direct supervision.

Successful applicants will need to undergo a DBS check.

Your principal duties will include:

- To set up meeting rooms according to the hirer's specifications. This will involve manual handling including lifting, moving, setting up and packing away furniture.
- To be responsible for the opening and closing of the Wades Centre and for the security of the Wades Centre.
- General cleaning throughout the Centre including flooring, kitchens, toilets and use of cleaning machinery. Cleaning to be arranged around bookings and expected to be mainly during evenings and weekends.
- Ensuring all Health & Safety issues are strictly adhered to.
- Operation of all emergency procedures and building maintenance i.e. fire alarm, emergency lighting and heating system.

The Princes Risborough Town Council is an equal opportunities employer and all applications will be considered.

For an application form please click [here](#)

or contact The Clerk to the Town Council on 01844 275912 or email

towncouncil@princesrisboroughtowncouncil.gov.uk

CLOSING DATE FOR ALL APPLICATIONS 24th March 2023

INTERVIEWS HELD WEEK BEGINNING 27th March 2023