



Cranleigh Parish Council

JOB DESCRIPTION

JOB TITLE:	Caretaker
LOCATION:	Cranleigh Parish Council properties.
HOURS OF WORK:	37 hours per week Monday to Thursday: 8.00am – 4.30pm (half hour lunch) Friday: 8.00am – 1.00pm Will consider job share
SALARY SCALE:	SCP 2 - 5 £24,413 – £25,583
REPORTS TO:	Grounds Manager
CLOSING DATE:	17 April 2026

AIMS OF THE JOB

Cranleigh Parish Council seeks to appoint a caretaker to help maintain its property portfolio including Cranleigh Village Hall, Snoxhall Community Centre, Snoxhall Pavilion, public conveniences, cemetery and allotments.

MAIN TASKS AND DUTIES

Cleaning Duties

- Ad hoc cleaning as and when required.
- Weekly cleaning of appliances.
- Maintaining cleaning cupboards and keeping them stocked.

General Maintenance Duties

- Ensure all rubbish is placed in the refuse bins.
- Keep all fire exits clear of rubbish, and other obstacles.
- Carry out weekly visual checks on all areas and report using digital tools.
- Carry out weekly playground inspections using digital tools.
- Carry out weekly fire alarm checks.
- Carry out monthly temperature checks for Legionella compliance.
- Carry out monthly emergency lighting checks.

- Read utility meters monthly.
- Replace faulty consumables as necessary (e.g. light bulbs that can be reached).
- Understand the heating systems, including the boiler house and controls to enable quick resolution if a problem occurs during a hire period.
- Liaise with contractors for servicing and repairs of utilities within the buildings.
- Clear snow and ice in winter months and apply grit.
- Litter and dog bin emptying as required.
- Empty cigarette bins as required.
- Keep exterior of properties tidy, including weed removal, litter collection and gutter clearance.
- Painting and decorating as directed.
- General DIY tasks as directed.

Customer Duties

- Show potential clients around buildings.
- Fire safety, Martyn's Law, theatre services and alarm training for customers.
- Open and close Council buildings as per scheduled events.
- Set up & take down tables, chairs and other equipment for scheduled events at the Council's properties.
- Learn basic theatre controls in the Village Hall.

General Responsibilities

- Maintain and store equipment correctly.
- Report hazards and health & safety concerns.
- Work independently and collaboratively.
- Handle sensitive situations professionally.
- Comply with Council policies, including health & safety and data protection.
- Assist with wider council estate tasks as directed.

HEALTH AND SAFETY

- It is the responsibility of all employees to co-operate and assist in meeting the Parish Council objectives to provide a healthy and safe working environment. All staff have a duty to carry out their work with care for the health and safety of themselves and other people and to comply with the Parish Council Health & Safety Policies and procedures.
- Health & Safety and first aid training will be offered to all staff for the benefit of both parties, it is expected that the post holder also undertakes this training.
- The post holder must always abide by the Parish Council Code of Conduct.

This job description is current at the date shown below. In consultation with the post holder, it is liable to variation by the Council and/or Council Clerk to reflect or anticipate changes required for the Parish Council's development.

SAFEGUARDING CHILDREN

The Council is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. The successful candidate will be subject to a basic DBS check.

26 February 2026.