

Yeovil Town Council

JOB SPECIFICATION

Caretaker (Yeovil Recreation Centre)



	ESSENTIAL	DESIRABLE
QUALIFICATIONS		
EXPERIENCE & KNOWLEDGE	Ability to read and follow written instructions, including cleaning schedules, equipment manuals and health and safety procedures Ability to complete simple written records, such as daily checklists, maintenance logs and incident reports Experience in previous comparable role in caretaking, cleaning, facilities or grounds maintenance Understanding of basic health and safety principles relevant to cleaning and site security	Understanding of risk assessments and COSHH Knowledge of safe cleaning practices and COSHH guidelines Experience working in a sports, leisure or community environment Knowledge of sports and club operations Experience carrying out basic maintenance tasks or minor repairs Experience of commercial cleaning in previous role
PERSONAL ATTRIBUTES	Reliable, punctual and able to work independently during evening shifts Good attention to detail and pride in maintaining clean, safe facilities Ability to follow procedures for security, cleaning and health and safety	

	Friendly, approachable and confident interacting with the public Physically able to carry out manual tasks such as lifting, cleaning and moving equipment Practical problem-solving skills and the ability to respond calmly to minor incidents	
OTHER REQUIREMENTS	Flexibility to work the annualised hours to respond to business need through the year Responsible and confident working alone on site Confidence in monitoring site use and ensuring rules are followed Willingness to work evenings and occasional weekends during busy periods Ability to work annualised hours in line with seasonal activity levels	

Date agreed: 18th June 2026