

Yeovil Town Council



JOB DESCRIPTION

Job Title:	Caretaker (Yeovil Recreation Centre)
Grade:	SCP 5 - 9 Pro rata £25,583 - £27,254
Hours of Work:	20 hours per week, 6pm – 10pm, Monday - Friday.
Annual Leave Entitlement:	Pro rata of 25 days
Responsible to:	Head Groundsman
Responsible for:	N/A

Main Purposes of the Role

The Caretaker plays a key role in ensuring Yeovil Recreation Centre remains a safe, clean and welcoming environment for all visitors. This position supports the smooth running of the site by opening and closing facilities, maintaining cleanliness standards, and providing a visible, responsible presence during evening operations. The role is delivered primarily in evenings but requires flexibility for peak sports seasons.

Overall Responsibilities

Providing year-round support to evening operations at the Recreation Centre this role works 6pm – 10pm every weekday evening; in the winter supporting hockey fixtures on the artificial pitch and cleaning the pavilion building and in the summer carrying out cleaning and maintenance work.

Summary of Responsibilities and Duties of the Job

1. Opening and closing duties for buildings, pitches, changing rooms and other facilities, ensuring all areas are secure and ready for use.
2. Cleaning and hygiene maintenance, including toilets, changing rooms, communal areas and external spaces, to agreed standards.
3. Routine site checks to identify maintenance issues, safety concerns or hazards, reporting them promptly to the Head Groundsman.

4. Supporting evening operations, including assisting visitors, monitoring facility use and ensuring site rules are followed.
5. Basic maintenance tasks, such as replacing consumables, minor repairs, and keeping equipment and storage areas tidy.
6. Ensuring health and safety compliance, including safe use of cleaning materials and adherence to site procedures.
7. Responding to incidents, such as spills, breakages or access issues, in a calm and practical manner.
8. Supporting clubs and visitors to access and use the facilities, such as moving goals or accessing equipment.

External and Internal Contacts

The Mayor, Councillors, members of staff, local organisations and sports clubs, partner agencies, customers, suppliers and members of the public.

Face to face and by telephone.

Working Environment

Based at Yeovil Recreation Centre.

Health and Safety at Work

Yeovil Town Council's Health and Safety Policy and all relevant Health and Safety at Work Instructions (such as the Lone Working Policy, procedures and practice guidance) are to be considered as part of this job description.

Equal Opportunities

Yeovil Town Council is committed to the fair treatment of its staff, potential staff, users of its services and other stakeholders, regardless of race, gender, religion, beliefs, sexual orientation, responsibilities for dependants, marital status or disability.

Date: 18th June 2026