MORAY COUNCIL

**JOB DESCRIPTION**

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| **(1) JOB IDENTITY** | | | |
| **POST TITLE:** | Library Caretaker - Relief | **DEPARTMENT:** | Education, Communities & Organisational Development |
| **SECTION:** | Library Services | **LOCATION:** | Elgin Library |
| **REPORT TO:** | Community Librarian |  |  |
| **GRADE:** | 2 | **POST NO:** | MOR07270 |

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| **(2) JOB PURPOSE AND WAY OF WORKING** |
| Provide an effective and efficient caretaking service that supports the Elgin Library Complex in meeting the needs of the community of Moray in accordance with Council policy. |

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| **(3) MAJOR TASKS** |
| * 1. Ensure high standards and consistent attention to customer care in respect of all customers and tasks.   2. Carry out all caretaker service routines to the agreed quality standards.   3.3 Assist customers in the use of library services, facilities and equipment.   * 1. Ensure effective care of the fabric, tidiness and security of the building and the area around it.   2. Ensure that the financial and administrative procedures of the Council are complied with.   3.7 Participate in training and development opportunities. |

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| **(4) REPORTING RELATIONSHIPS** This job is indicated by \* |
| Principal Librarian  Community Librarian  Library Caretaker Relief Library Caretaker \* |

*SIGNATURES AND ADMINISTRATION ONLY*

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| *Author’s Signature:  Postholder’s Name:  Supervisor’s Name:* | *Validator’s Signature:  Signature:  Signature:* | *Date:  Date:  Date:* |

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| **(5)** **DUTIES TYPICALLY INCLUDE:** |
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| 5.1 Ensure high standards and consistent attention to customer care in respect of all customers and tasks.  5.1.1 Supervise members of the public using the library facilities and meeting rooms, ensuring appropriate customer service standards and safety of staff.  5.2 Carry out all caretaker service routines to the agreed quality standards.  5.2.1 Arrange gallery, meeting rooms and other areas as instructed ensuring appropriate clearing up afterwards.  5.2.2 Assist with the setting up of exhibitions and displays as required.  5.2.3 Set up equipment as required, eg PA system, laptops and projectors, screen etc.  5.2.4 Undertake driving / mail deliveries as required to cover for annual leave/absence.  5.3 Assist customers in the use of library services, facilities and equipment.  5.3.1 Ensure all facilities and equipment are cared for in an appropriate manner.  5.3.2 Attend to any faults or damage to equipment / facility without delay.  5.3.3 Ensure adequate stock of paper in printers and photocopiers.  5.4 Ensure effective care of the fabric, tidiness and security of the building and the area around it.  5.4.1 Open and close facilities at the appropriate times and ensure security of the building.  5.4.2 Be available to respond to emergency call-out.  5.4.3 Set security systems and ensure appropriate recording of data as required.  5.4.4 Ensure the storage of equipment and furniture is appropriate and meets health and safety requirements.  5.4.5 Monitor heating / lighting, adjust settings and report undue variations or faults.  5.4.6 Carry out minor repairs and maintenance jobs, reporting any major repairs required to Property Services  5.4.7 Ensure the area around the building is tidy, clear snow and grit paths, weed and sweep paths and pavements.  5.4.8 Maintain regular checks on toilets.  5.4.9 Ensure the tidiness of the interior of the building and appropriate adherence to Health and Safety requirements.  5.4.10 Maintain Council property and plant in good condition.  5.4.11 Carry out minor repairs to library materials as required.  5.5 Ensure that the financial and administrative procedures of the Council are complied with.  5.5.1 Handle deliveries ensuring they are complete and undamaged.  5.5.2 Efficiently administer supplies as required.  5.5.3 Empty vending machine and count, record and bank the income.  5.6 Participate in training and development opportunities.  5.6.1 Participate in staff development opportunities.  **The above is intended to provide a clear but concise statement of the present MAJOR TASKS and ACTIVITIES of the job. It is not an exhaustive list of all its detailed duties.** |

**MORAY COUNCIL**

**PERSON SPECIFICATION**

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| **Post:** | Library Caretaker - Relief |
| **Department:** | Education |
| **Date Specification Completed:** | May 2015 |
| **Prepared By:** | Principal Librarian |

**Note:** Any disabled applicant who meets the essential criteria for the post is guaranteed an interview.

| **ATTRIBUTES** | **ESSENTIAL** *The minimum acceptable levels for safe and effective job performance* | **DESIRABLE** *The attributes of the ideal  candidate* |
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| 1. **Experience** | * Care and maintenance of property | * Working with people * Public library work * Experience of handling cash |
| 1. **Education and qualifications\*** |  | * 4 SQA Standard Grades or equivalent at level 3 or above |
| 1. **Skills/abilities (general)** | * Numerate * Aptitude for tidiness * Attention to detail * Basic ICT skills * Self-confident and self-motivated | * Telephone skills * Knowledge of customer care requirements |
| 1. **Skills/abilities specific to post** | * Ability to travel efficiently and effectively between various work locations within Moray to meet the operational requirements of the Service, due to the rural nature of Moray this is normally undertaken by use of a car/van * Prioritise tasks / action * Ability to follow routines * Capable of working unsupervised * Able to carry out handyman / basic maintenance duties * Knowledge of office, display and presentation equipment | * Administrative skills * Experience of using office, display and presentation equipment |
| 1. **Inter-personal and social skills** | * Strong customer care / people skills with the ability to relate well to customers and staff accordingly * Willingness to accept direction/delegation * Diplomacy |  |

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| 1. **Working environment & physical demands** | * Ability to lift and carry reasonable weight, move furniture and equipment and store deliveries of library materials/ stationery supplies in accordance with manual handling regulations. * Ability to climb a ladder to repair lighting and hang exhibitions. * Must be able to work flexibly to meet the needs and demands of the service * Will be required to attend emergency call-outs. |  |

\* Candidates will be required to show these documents if invited for interview.

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| Satisfactory Disclosure Scotland check required? | NO |
| Membership of Protecting Vulnerable Groups Scheme (Working with Children) | NO |
| Membership of Protecting Vulnerable Groups Scheme (Working with Vulnerable Adults) | NO |
| Satisfactory pre-employment medical screening required? | NO |