



BRAUNTON PARISH COUNCIL

Person Specification Relief Caretaker

	ESSENTIAL	DESIRABLE
PERSONAL MANAGEMENT	<ul style="list-style-type: none"> Well organised Punctual 	
COMMUNICATION SKILLS	<ul style="list-style-type: none"> Confident when dealing with members of the public Experience of working as part of a team 	
EXPERIENCE AND EDUCATION/TRAINING	Experience of previous cleaning work	Experience of customer services environment or similar
PERSONAL QUALITIES	<ul style="list-style-type: none"> Ability to work under pressure Flexible Ability to work as part of a team and on own initiative when required Maintain a high level of confidentiality 	
KNOWLEDGE AND UNDERSTANDING	Knowledge and understanding of Health & Safety	Knowledge of specific premises issues: i.e. security and heating systems.