CHARD TOWN COUNCIL

GUILDHALL ASSISTANT 16 hours per week

Chard Town Council is looking for a Guildhall Assistant to join The Caretaking Team. This is an exciting time to join the team as we look to improve the quality, variety and quantity of events at Chard's premier venue, to which this role contributes.

As part of the Guildhall team, you will play a key role in ensuring a clean and hygienic environment for our customers and staff.

Task include, but are not limited to:

- Sweep, mop, vacuum, and dust floors and surfaces to maintain cleanliness and order.
- Sanitize and disinfect high-touch areas such as door handles, light switches, and countertops.
- Empty bins and replace liners promptly
- Room setup according to event hirers needs

All essential training will be given, however any experience in commercial cleaning and working within a community building would be advantageous.

Flexibility appreciated, but approximately 16 hours per week with occasional weekends after large events

Salary – SCP Range 5-7
Negotiable in region of £12.85-£13.26 per hour according to experience

Holidays are based on Full Time equivalent of

23 days plus 2 'statutory' days and bank/public holidays (pro-rata)

Excellent Local Government Pension Scheme

An application form can be obtained aby emailing reception@chard.gov.uk

or by downloading from the website.

Please contact Gary Huish on 01460 239567 for further information.

Address - The Guildhall, Fore Street, Chard, Somerset TA20 1PP

(The office is open Monday to Thursday 9am – 4pm and Fridays from 9am – 3.00pm)

Closing date 09.06.25

Please note we only accept application forms, CV's are not accepted