



VACANCY

Part-Time Keyholder Caretaker/Cleaner, Sessions House, Usk

CLOSING DATE: 25th October 2025

Usk Town Council are seeking a dedicated Part-time Caretaker/Cleaner who is reliable, trustworthy and able to work independently. We can offer flexible working hours with a schedule that fits your needs.

Reporting directly to the Town Clerk, the successful candidate will be responsible for ensuring Sessions House facilities are safe and clean for staff and visitors alike.

Hours: 6 hrs Minimum to 15hrs Maximum per week

Monday to Friday opening and securing the building each day. Hours will involve some evenings and weekends for clearing down and locking up after meetings and events.

Pay: Competitive hourly rate

Duties to include

- Keyholder responsibilities; opening and closing the building,
- Ensuring the premises is clean and secure after each shift,
- General Cleaning, including toilets and kitchens,
- Waste management and recycling,
- Adhering to all Health and Safety guidelines,
- Reporting issues or defects to management,
- Set up and clear down of Sessions House rooms including layout of chairs, tables, and setting up of equipment, cleaning rooms before/after use.

Qualifications/Requirements

- Due to public facing, you must be fully competent in reading and writing English,
- Computer literate and confident with online apps and emails,
- Ability to work independently, proactively and use initiative,
- Good communication skills,
- Ability to follow health and safety regulations,
- Preferred but not essential experience in commercial cleaning or caretaking roles,
- Physically fit and able to carry and move equipment.

How to Apply: Application forms available from the clerk at clerk.usk@usktown.org or from the council website www.usktown.org

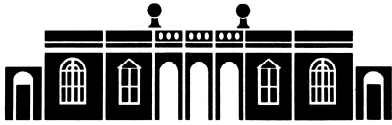


Mrs. Angela Morgan
Town Clerk
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Usk Town Council

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