



<b>Title</b> <b>Caretaker</b>	<b>Department</b> <b>Environment and Resources</b>	<b>Post Ref.</b> <b>Grade 3</b>
<b>Job Purpose</b> To provide all caretaking and cleaning services within the day service.		
<b>Key Responsibilities</b> <ol style="list-style-type: none"><li>1. The security of the premises, together with its contents. The locking and unlocking of the premises. Attending to the intruder alarm. Boarding up and making secure the buildings following vandalism or other damage.</li><li>2. Attending to the heating of the premises and ensuring that the required temperatures are maintained. Ensuring that the boiler plant equipment, including heater cabinets are cleaned and maintained in accordance with the Authority's cleaning and janitorial specification and faults are reported. To effectively maintain hot water supplies.</li><li>3. Handyperson duties, for example: securing screws, hinges, door furniture, locks, minor repairs, painting, glazing, boarding windows, changing bulbs, fluorescent tubes and starters, cleaning and replacing light diffusers, unblocking sinks and drains, changing CCTV tapes and aligning/focusing cameras, water meter readings and chemical dosing etc. This list is not exhaustive and includes all repairs and maintenance that do not require the services</li></ol>	<b>Key Accountabilities</b> <ol style="list-style-type: none"><li>1. To check on the premises daily and report on issues affecting safety and security.</li><li>2. To assist in the maintenance of the electrical and establishment inventory including carrying out safety check on electrical equipment prior to use.</li><li>3. To assist in COSHH and risk assessment allied to the use of chemicals, associated equipment and activity to comply with resulting directions.</li><li>4. To assist with implementation of the Department's Fire Precautions policy and procedures including checking fire and lighting systems.</li><li>5. To assist with the preparation of rooms including movement of furniture and setting up equipment.</li><li>6. To assist with the implementation of the Department Water Safety policies and procedures including checks as required.</li></ol>	

of a skilled craftsman and which are not covered by a service or maintenance contract.

4. The cleaning of the establishment and maintaining high standards in these areas. Maintaining floor surfaces in accordance with the requirements of the Authority's cleaning and janitorial specification.
5. To carry out portage duties as and when required by the establishment.
6. Attending to and cleaning up after spillages.
7. Ensuring that all the exterior hard surfaces including artificial or lawned areas are kept in a clean and tidy condition, including the emptying of litter bins, the cleaning of drains and gulleys, the cleaning of disabled dog pens, removal of graffiti, the salting and de-icing of hard surfaces during the winter months and the moving of snow to ensure access to the premises.
8. To give adequate supervision and advice to domestic assistants and maintain the required records of attendance, leave, sickness absence etc.
9. To record all deliveries and maintain the required information in logbooks, stock cards, inventories, etc. and to ensure that adequate supplies including fuel and cleaning materials are maintained to meet the needs of the establishment.

10. To be available and attend to the requirements of the hirer's of the premises for the purpose of lettings should this be required.
11. Washroom/changing room servicing.
12. Pest control.
13. In cases of emergency to be available outside of the normal working week e.g. to attend following intruder or other alarms, fires, floods, etc.
14. To attend to the heating of the premises at weekends during the approved winter period if and when required.
15. To assist when necessary officers of the department in dealing with matters concerning building maintenance.
16. When required, to clean the internal surfaces of glass and windows.
17. To be responsible for cleaning of kitchen canopy filters and grease traps.
18. Replacing consumable items.
19. Taking reasonable care for Health and Safety of themselves and of other persons who may be affected by their activities and where appropriate safeguarding the Health and Safety of all persons under their control and guidance in accordance with legislation.
20. To be responsible for cleaning of internal and external windows (single storey level).

<p>21. To keep rain water guttering (single storey level) and surface water drains free of debris.</p> <p>22. To be responsible for external rubbish bins, monitor collection and organise the collection/disposal of other substantial waste.</p>	
--	--

**The post holder will perform any duty or task that is appropriate for the role described**

<b>Person Specification</b>	
<p><b>Education and Knowledge</b></p> <ol style="list-style-type: none"> <li>1. NVQ Cleaning &amp; Building Interiors Standards Level 2.</li> <li>2. Knowledge of responsibilities under Health and Safety legislation, including Fire, Legionella, COSHH and risk assessments.</li> <li>3. Knowledge of handiwork and DIY skills.</li> <li>4. Knowledge of operating specialist equipment relating to the job role.</li> </ol>	<p><b>Personal skills and general competencies</b></p> <ol style="list-style-type: none"> <li>5. Puts into practice the Council's commitment to excellent customer care.</li> <li>6. Works efficiently and effectively and actively looks for ways of improving services and outcomes for customers.</li> <li>7. Works well with colleagues but also able to work on their own initiative.</li> <li>8. Shares the Council's commitment to providing a safe environment for customers and staff and also treating all with respect and consideration.</li> <li>9. Ability to work on own initiative and within a team.</li> <li>10. Able to work to an agreed programme of work with minimum supervision.</li> <li>11. A positive and resourceful approach to problem solving.</li> <li>12. Well presented with suitable workplace clothing.</li> <li>13. Ability to handle staff and workplace difficulties with diplomacy.</li> </ol>
<p><b>Experience</b></p> <ol style="list-style-type: none"> <li>17. Previous contract caretaking experience, basic cleaning methods and use of equipment.</li> <li>18. Premises security and the ability to make secure emergency repairs.</li> <li>19. The use of floor maintenance machines and industrial vacuum cleaners.</li> <li>20. Maintenance of heating systems.</li> <li>21. Teamwork and staff supervision.</li> </ol>	

14. High level of punctuality and attendance.
15. Able to work additional hours and outside of normal working hours when necessary. Ability to work flexibly.
16. Ability to communicate verbally and in writing.

***Role Dimensions***

1. To be available for on-site visits of, and liaison with, contractors and special projects and report any concerns of a health and safety nature.
2. To maintain cleanliness of 'on site' wheelchairs, frames and other equipment and to attend to maintenance of wheelchair tyres if required. Organise the return of items on loan and specialist repair services as required.
3. Exercise proper care in handling, operation and safeguarding any equipment or appliances provided and issued by the County Council for postholder's individual or collective use in the performance of their duties.
4. Using powered equipment where necessary (e.g. scrubbing machines, wet pick up machines, vacuum cleaners).
5. Maintaining floor surfaces in accordance with the requirements of the Authority's cleaning and janitorial specification.
6. Keep under review personal development needs and to keep informed of current issues as they affect the duties of the post, e.g. new legislation, procedures and techniques.
7. Effectively manage all resources within their control of finance, equipment/materials, information and time.

Date April 2011