



# JOB DESCRIPTION (JD) AND EMPLOYEE SPECIFICATION (ES)

Standard Template

<b>JOB TITLE:</b>	Caretaker (Generic)		
<b>GRADE:</b>	5	<b>SERVICE AREA:</b>	Integrated facilities management
<b>JOB CODE:</b>		<b>LOCATION:</b>	Various – Site specific
<b>REPORTS TO:</b>	Regional co-ordinator		
<b>SPECIAL CONDITIONS:</b>	<p>Ability to undertake the physically demanding duties of general cleaning.</p> <p>Required to use supplied chemicals in a safe manner using appropriate PPE provided.</p> <p>Required to work as part of a shift pattern to include weekends; as the service dictates.</p> <p>Completion of a DBS (Disclosure and Barring Service) check to ensure the safeguarding and promotion of welfare of children, young people and adults.</p> <p>To communicate verbally with customers and provide advice and/ or information in accurate spoken English.</p>		

## 1. Main purpose of the job role:

To provide efficient and effective caretaking support to the site.

Ensuring the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards and that heating systems are operational.

The post holder will be expected to observe safe working practices whilst carrying out the required duties and should ensure that instructions specified by technical consultants, contractors and manufacturers are adhered to.

## 2. Role specific duties and accountabilities:

### 1. Security

- To be responsible for maintaining the security of the premises and its contents in accordance with the sites current requirements. Opening and locking up of the site including lights and internal doors. Be aware of who is on site at all times and ensure that all doors and windows are secured in unoccupied areas.
- Joinery - First line maintenance of fixtures and fittings, examples: tightening screws on window hinges, maintenance on door handles, minor repairs as a temporary measure after break-ins, vandalism, etc.
- Glazing – Remedial action after break-ins, for example: boarding up of broken windows.
- Respond to any alarm call outs as necessary.
- Responding to, and resetting of the alarm, liaising with the police and alarm company.
- Checking and securing the school premises subsequent to out of hours intruder alarm activation.

## 2. Heating and Lighting

- To ensure heating plant and equipment is in operation and report defects and malfunctions to the appropriate person / heating engineer.
- To clean light fittings and to test lighting systems weekly replacing where necessary minor parts such as tubes, bulbs, fuses starters and diffusers, in accordance with safe working practices.
- Work at high level (e.g. in Multipurpose Hall, Dining Rooms, Stair Wells, etc. must be carried out with a safe system of work)

## 3. Cleaning/Maintenance

- To arrange to clear blockages, remove foreign matter from sinks, toilets, drains, and clean up spillages as required.
- To ensure that gullies, drains etc, are kept free from debris and that the site and grounds are litter free.
- To be responsible for ensuring clear and safe pedestrian access to the site particularly in adverse weather conditions (e.g. clearing snow, gritting, etc.).
- To dispose of waste materials in a safe, hygienic manner ensuring that it is available for collection as required.
- Painting – as required.
- Plumbing – Unblocking sinks, traps and waste pipes. Adjustment and re-washing of taps.
- Maintain cleanliness of internal and external areas of premise ensuring that the premises and furnishings are cleaned in accordance with the department's established cleaning schedules.
- Ensuring that cleaning work is carried out to the recognised satisfactory standard and at the frequencies laid down by the employing authority and ensuring that all work is carried out safely.

## 4. Porterage

The porterage service will depend largely on the needs of the site and the contracted hours of the caretaker/cleaner-in-charge and will include:

- Receive, store and distribute goods delivered.
- Assist with unloading.
- Taking delivery of stores, materials and other goods and safely storing.
- To undertake porterage tasks as required including setting up and clearing away furniture.

## 5. Tenders and Contractors

- To report emergencies in the case of faults with gas, electric and water supply to the Business Manager, or where not immediately available technical services or regular contractors, and report minor faults on site to the Business Manager.
- To attend to, where necessary, personnel visiting the site, such as contractors.
- Arrange for contractors to attend site as directed.
- Liaise with contractors attending site, being aware of their impact on those using the premises.

## 6. Stores / Equipment

- To control the provision and replenish toiletry items, including requisition, storage and distribution of such items.
- To monitor stock levels of consumable items such as fuel, grit, toiletries, light bulbs / tubes and arrange to replenish supplies in accordance with current procedures.
- To maintain appropriate records including intruder alarm logbook, repair orders, and heating system records book, carry out meter readings.
- Despatching goods, materials, etc. Ensuring that adequate supplies of fuel and cleaning materials are available.
- Ensuring that caretaking and cleaning equipment used by the caretaker is in safe working order.

## 7. Lettings

- Undertaking letting duties of premises and associated facilities during weekdays and weekends in accordance with locally applied flexible working arrangements. Duties may include promoting the use of the site facilities and ensuring that agreed user requirements for the hire of facilities, are fully satisfied.

## 8. Training

- Will undertake relevant training to ensure skills and requirements of the role are up to date. Attend all relevant health and safety training.

### General

- Co-ordination and completion of time sheets and attendance records.
- Assisting with the maintenance of health and safety standards in the working environment including undertaking risk assessments as appropriate.
- Reporting of any items of concern to the Employee and Customer liaison officer / Area co-ordinator.
- Any other duties commensurate with the nature and grading of the post deemed appropriate by the Employee and Customer liaison officer / Area co-ordinator.

## 3. Corporate duties and accountabilities:

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the post holder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.



JOB TITLE: Caretaker		GRADE: 5
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	<b>WEIGHT CODE</b> shows relative importance Low=1 Medium=2 High=3
<b>Behaviours:</b> <i>refer to corporate behaviours document</i>		
<b>Professionalism</b> - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	I	3
Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	Not applicable	
<b>Accountability</b> - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	I	3
<b>Transparency</b> - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	I	3
<b>Ethical</b> - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	I	3
<b>Abilities/Skills:</b> (refer to JE guidance document)		
<b>Communication skills</b>		
Excellent communication skills, courteous and considerate manner with the ability to build effective working relationships with others.	A/I	3
Able to deal with confidential matters in the appropriate manner	I	3
The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post.	I	3
<b>Planning and Organising</b>		
Must be flexible, able to use own initiative, work to deadlines and follow work routines and instructions.	A/I	3
Be able to manage and prioritise own work effectively	I	3
<b>Security</b>	I	3
Ability to safely manage day to day site operation and maintenance including the operation of premise intruder alarms and security procedures.		
Able to recognise and deal with emergency operations		
<b>Heating and Lighting</b>		
Operate heating and lighting equipment and maintain correct temperatures.	I	2

<b>Cleaning/Maintenance</b>		
Able to work to specific standard in internal and external areas using a range of basic tools /machinery and cleaning equipment.	A/I	3
Day to day operational maintenance of plant and equipment e.g. topping up fluids (oil, petrol, diesel cleaning chemicals etc), shelf stacking, etc. and appropriate record keeping including, repair orders, heating system records, meter readings, stock control etc.	A/I	3
<b>Porterage</b>		
The ability to accept and store deliveries including lifting and carrying heavy items.	I	2
<b>Health &amp; Safety</b>		
Understands and is able to apply Health & Safety procedures relevant to the job such as;		
Manual handling, Safe use of machinery and/or equipment, COSHH, Hygiene, Accident reporting, Fire safety, Working at height, Lone working procedures and responsibilities, Contractors.	A/I	3
Ability to understand and work to required risk assessments	I	3
<b>General</b>		
Good literacy, numeracy and communication skills	A	
Carry out general repairs including DIY such as painting, decorating etc.	I	2
Management of school lettings	I	2
<b>Knowledge/Experience:</b> specify type, level and qualitative (not quantitative required); if any.		
Experience of Caretaking or premise management, building cleaning or building management	A	
Evidence of continuous professional development (where applicable)		
<b>Qualification:</b> Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.		
<b>Other Essential Requirements</b>		
An awareness of, and commitment to, equality of opportunity	I	3
Awareness of, and commitment to, confidentiality and handling data	I	3
<b>Prepared by:</b>	Judy Burns	<b>Date:</b> 20/9/19