	Job Description Caretaker	
	Document Owner: Head of Group HR Services	Document No: CCH-JD-CAC

Version No	Revision Date	Reason for Revision
003	Jan 2018	Initial Version


Directorate: Property & Development	Grade: D
Division: Facilities Management	Job Evaluation Number:
Reports To: Cleaning Manager	Responsible For: N/A

Job Purpose:

To carry out all Fire and Health & Safety inspections within our communal areas and community buildings ensuring they are safe, clean and clear of obstructions.
To carry out routine testing and inspection of passive and active fire protection systems within communal areas and community building and document the results and document the results. To carry out minor repairs and works ensuring internal and external areas of our communal areas and community buildings are maintained as required.

Main Duties and Key Result Areas:

- To carry out Fire Safety checks for communal areas and community buildings including;;
 - Fire Detection Alarm System testing
 - Emergency Lighting System testing
 - Automatic Smoke Vent testing
 - Communal Automatic Fire Door testing
 - Communal fire door inspection
 - Sprinkler System visual inspection
 - Fire extinguisher visual inspection
 - Housekeeping inspection
 - Lift operational fire alarm testing
 - Lift autodialer test
- Record the results of fire safety tests and inspections within log books and inspection records.
- Report any damage or faults to fire safety systems to the Facilities Management team.

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- To carry out the following Health & Safety checks for communal areas and community buildings:
 - Waste management – litter picking, bin emptying, unblock and inspect bin chute, rotate and clean bins, clear and tidy bin store areas, graffiti cleaning and the removal of any rubbish or hazardous materials.
 - Snow clearance/gritting of footpaths and general walkways and refilling of grit bins.
 - Water hygiene – temperature checks, shower head replacement.
 - Inspect communal areas within the blocks of flats and external areas to ensure no obstructions are present.
 - To conduct regular checks of the landlord's fittings and fixtures in the communal areas.
 - To undertake security checks of properties as requested.
- To undertake meter reading of electric, gas and water for properties as required.
- To undertake grounds maintenance work to hedges, bedded and grassed areas.
- Ensuring general repairs are reported and completed.
- To carry out aspects of service charge work including special one off cleans as and when required.
- To carry out window cleaning when required.
- Painting and general small repairs.
- To erect, remove and clean the Marquee ensuring it is carried out to the manufacturer's requirements.
- To provide a rapid responsive, visible service in a professional, courteous and helpful manner.
- Escort contractors on and off properties as and when required
- Move furniture for domestic and non-domestic properties as required
- The above is not an exhaustive list of duties. You will be required to undertake any other reasonable duties in line with the purpose and grading of the post.

Dimensions:

Management Responsibility

None

Financial Responsibility

None


Physical Resource

Responsibility for company stock, supplies and company vehicle

Environment:

ALL employees will be expected to:-

- Live the company values being fair, forward-thinking, accountable, customer focussed, open, transparent, proud and passionate, so that the highest standards of customer care can be achieved.
- Be committed to diversity and inclusion of all.

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- Contribute to development of and strive to meet departmental, team and individual targets.
- Participate in the staff appraisal and development scheme, one to one performance discussions and attend identified training to ensure continuous learning and improvement.
- Comply fully with the Code of Conduct, health and safety requirements, legislation, regulations, policies and procedures.
- Attend meetings or provide services outside of the usual working hours where reasonably requested to do so.
- Promote value for money and continuous improvement within the service area.
- Have an overall understanding of the risks and implications associated with the requirements of the role and takes appropriate action to mitigate any potential consequences

Managers of other staff will also be required to:-

- To be responsible and accountable for ensuring compliance with the adopted Code of Conduct and the associated policies and procedures.
- To be responsible and accountable for identifying the risks and implications associated with the requirements of the role and take appropriate action to mitigate potential consequences
- Deliver departmental projects and initiatives as identified in the corporate and departmental plans.
- Lead, manage and motivate staff, apply the staff appraisal and development scheme, one to one performance feedback discussions and ensure that staff attends identified training.
- Monitor service delivery and progress towards targets to ensure standards are met and where possible exceeded.
- Ensure compliance with Health & Safety legislation, policy and procedures; for example, completion of Risk Assessments/ Method Statements and Accident Investigations, ensure the correct number of First Aiders are in the team and promote compliance with mandatory training requirements.
- Effectively manage physical, human and financial resources allocated as your responsibility.

Signed: Date:

Print Name:



Person Specification Caretaker

Document Owner:
Head of Group HR Services

Document No: CCH-JD-CAC

Attribute	Detail	Criteria		How Identified				
		Essential	Desirable	Application Form	Interview	References	Test	Score
Skills/Abilities	Ability to carry out minor repairs to a high standard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Good communicator.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Able to cope with conflicting pressures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Able to deal with changing priorities and to respond appropriately.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Knowledge	Knowledge and awareness of COSHH and Health & Safety regulations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Committed to undertaking necessary training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Committed to ongoing development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Experience	Experience of provision of a customer focused service	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Experience of contact with the public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Direct experience in related area of work.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Qualifications	Qualifications in related field	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Full valid Driving Licence or the ability to use transport for work purposes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Satisfactory enhanced DBS check	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Personal Attributes/ Circumstances	Flexible and open to change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Professional and customer orientated approach	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Effective team worker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Committed to inclusion, equality and diversity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Aligned to the aims and values of the Company	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Committed to Personal and Professional Development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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	Proactive and committed to continuous improvement in service delivery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		