

**JOB DESCRIPTION**

<b>Post Title:</b> Caretaker		<b>Director/Service/Sector:</b> Facilities Management		<b>Office Use</b>
<b>Grade:</b>		<b>Workplace:</b> Site based		<b>JE ref:</b>
<b>Responsible to:</b> Partnership Supervisor		<b>Date:</b>	<b>Lead &amp; Man Induction:</b>	
<b>Job Purpose:</b> To provide Caretaking Services				
<b>Resources</b>	Staff	Cleaners		
	Finance	None		
	Physical	Shared responsibility for the careful use of equipment. Stock control and ordering. Site security.		
	Clients	Providing a caretaking service to internal and external clients		
<p><b>Duties and key result areas:</b> Carried out in accordance with the specification for Caretaking Services, the Caretaking Operations Manual and normally under the general direction of a senior colleague, these include, but are not restricted to:-</p> <ol style="list-style-type: none"> <li>1. Management of Janitorial staff including recruitment, appraisals and other H/R related issues.</li> <li>2. Ensure self and colleagues comply with Health and Safety legislation and other Council policies and procedures.</li> <li>3. Responsible for the security of the property and ensuring required access is available.</li> <li>4. Ensure cleaning standards are maintained and undertake cleaning related tasks as required.</li> <li>5. Operation and maintenance of heating and associated tasks.</li> <li>6. Monitor usage of utilities (gas, electric etc.).</li> <li>7. Monitor and report the general condition of the property, undertake minor repairs and ensure routine maintenance /DIY tasks are carried out in a timely manner.</li> <li>8. Ensure that all ventilation, access and exit points operate effectively and that fire fighting appliances are readily accessible and properly maintained.</li> <li>9. Ensure that external areas of the property are kept free from litter and debris, bins are emptied regularly and main access routes and agreed areas are kept clear of leaves, snow and ice.</li> <li>10. Undertake portorage tasks.</li> <li>11. Stock management, ordering of cleaning materials and assist with the receipt and safe storage of goods</li> <li>12. Ensure that all janitorial equipment is fit for purpose and properly maintained.</li> <li>13. Provide induction to the workplace and coach staff in work related tasks.</li> <li>14. Attend training events as and when required.</li> <li>15. May be required to provide cover at other sites and any other duties appropriate to the nature, level of the post and grade.</li> </ol>				
<b>Work Arrangements</b>				
Transport requirements:	None			
Working patterns:	Determined by designated area, usage and contract of employment.			
Working Conditions	Some outdoor work, gritting in Winter. Some exposure to cleaning agents but under controlled circumstances.			

<b>Post Title:</b> Caretaker	<b>Director/Service/Sector:</b> Facilities Management	Ref:
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Qualifications and Knowledge</b>		
Considerable knowledge of a broad range of practical tasks associated with a caretaking environment together with the operation of associated tools and equipment. British Institute Of Cleaning Science Certificate of Proficiency (L1) or equivalent. Knowledge of Health & Safety legislation relating to a caretaking environment. Trained in Manual Handling.	NVQ in General Maintenance and Housekeeping or equivalent. British Institute Of Cleaning Science assessor's qualification or equivalent.	
<b>Experience</b>		
Previous relevant experience in a similar or related role.	Relevant experience in a caretaking environment. Supervision of cleaning staff.	
<b>Skills and competencies</b>		
Literacy skills sufficient to read text and write straightforward sentences. Numeracy skills sufficient to undertake straightforward arithmetic functions. Strength, dexterity and co-ordination to use a range of cleaning tools and equipment. Ability to plan and organise staff and resources, including effective use of own time. Resourceful and works with initiative and without constant supervision. Listens, consults others and communicates clearly. Customer care skills. Appropriately follows instructions to achieve set objectives. Reliable and keeps good time. Committed to the provision of quality services to achieve customer satisfaction. Adapts to change by adopting a flexible and cooperative attitude. Supportive and adapts to team working. Demonstrates integrity and upholds values and principles. Promotes equal opportunities and anti-oppressive practice in all aspects of work. A willingness to undertake job related training.	Experience of providing basic training, induction etc.	
<b>Physical, mental, emotional and environmental demands</b>		
An active role involving walking, stretching and lifting vacuum cleaners and polishers. Work from a standing position, need to walk, bend, lift and carry moderate weights. Short periods of concentration dispersed throughout day, week and month. Few emotional demands. Mainly indoors but with some external work and some exposure to unpleasant conditions such as toilet areas.		
<b>Other</b>		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits