

JOB DESCRIPTION

JOB TITLE

Caretaker/Maintenance Person

Responsible to:

Clarence House Centre Manager & H&S Manager

JOB PURPOSES

To pro-actively support the Centre Manager and Housekeeping Team with the security, care and availability of the building, furniture, fittings, and equipment to ensure a satisfactory and safe physical environment and to promote the efficient use of the building assets at Clarence House, Humberstone Gate, Leicester LE1 3PJ.

To pro-actively support the H&S Dept with H&S Checks to all retail and other external age uk sites by completing monthly statutory H&S checks, documentation and booking of service visits with contractors

CARETAKER MAIN RESPONSIBILITIES:

1. Undertake the opening and closing of the building and maintain security procedures
2. Act as a key holder and deal with minor security/safety issues
3. Monitor standards of cleaning, undertake cleaning and supervision of cleaners
4. Prepare the site, premises, rooms, and work areas; this includes operation of the building heating and lighting
5. Porterage duties as required and particularly the laying out of furniture and other equipment for timetabled activities without direct instruction.
6. Undertake basic DIY to the level of a competent handyman
7. Report major items for repair to your line manager
8. Interact with staff, service users, members of the public and visitors in a helpful and sensitive manner
9. Meet, brief, and oversee contractors and deliveries
10. Monitor stock levels and inform line manager of requirements
11. Have knowledge and awareness of health and safety practices and policies, have an understanding of COSHH regulations, maintain records where required
12. Be willing to undertake training relevant to the role
13. Attend meetings with line manager and facilities manager in relation to property maintenance and prepare schedules of planned and reactive maintenance works.

Job activities

Site and Security

1. Operate routine security arrangements to prevent/deter unauthorised access to the site and buildings and to minimise theft and vandalism
2. Request unauthorised users of the site to leave, calling for the assistance of the police if necessary.

3. Mornings - Unlocking of gates and entrance doors, disabling alarm, and checking as far as possible that the premises have not been disturbed. Switching on of lights and opening of the building to the public. Ensuring that the heating system is operating. Ensuring that access to the premises is safe and free from hazards (e.g., ice, slippery leaves).
4. Evenings - Walking around premises, checking that windows are closed, lights and appliances switched off and internal doors locked. Locking of external doors and gates, setting of security alarm system
5. Provide such access to the building as may reasonably be required outside the normal hours of opening, including access in the event of an emergency or where works are carried out during non-working hours
6. Undertake and supervise cleaning staff in weekly/monthly testing of fire alarm, emergency lighting, fire equipment, first aid etc as per line manager schedules.

Preparing facilities and cleaning

1. Carry out housekeeping along with cleaning team as per schedule
2. Prepare activity rooms for daytime, evening and weekend room hire use, including setting out of furniture, cleaning up after these activities both for Age UK use external bookings and community use
3. Take delivery of items; move them within the building as required.
4. Carry out procedures in the event of fire, flood, breaking and entering, accident or major damage. • Ensure that all hard areas, grassed areas, beds, borders, and grounds are free from litter and excessive accumulations of dirt and rubbish.
5. Ensure that all external hard areas are free of slip and trip hazards including ice (gritting when needed) and leaves.
6. Emptying of litter baskets and bins. Maintain health and safety of dustbin areas.
7. Provide cleaning in the absence of cleaning staff.
8. Ensure adequate stock of materials for cleaners, carrying out quarterly stock checks
9. Provide guidance and instruction to cleaners in all aspects of their work. During periods of building closures, the cleaning work will include any special tasks that become necessary, including the use of stepladders in accordance with H&S Guidelines and other non-routine cleaning.
10. To attend to, and supervise where necessary, personnel i.e., outside contractors, volunteer work parties visiting any of the sites.

Maintenance and repairs

1. Carry out maintenance and repairs of property, fixtures, fittings, equipment and furniture, minor improvement jobs and internal decorating, where such work is within the capabilities of a competent handyperson
2. Report to line manager, maintenance and repair work which is beyond the competence of caretaker
3. Direct workmen and contractors to the site of repair and maintenance work, inspect the work of contractors where there is a requirement to sign a satisfaction note.
4. Carry out routine procedures such as replace light bulbs, batteries, change clocks
5. Ensure all caretaking and cleaning equipment is in a safe clean and working condition.
6. Ensure that all drains and gullies are free-flowing and clean.

7. Operating the heating plant so that the required temperatures are maintained in the building and that an adequate supply of hot water is available.

Monitoring work and team working

1. Monitor the use and stock of cleaning materials, requesting additional items via line manager using order process
2. Monitor energy use and take steps to reduce energy use in consultation with Line Manager.
3. Carry out and monitor correct disposal of waste materials in a safe, hygienic manner ensuring that it is available for collection as required.
4. Carry out normal supervisory duties of the cleaning team, monitor the standard of cleaning and deal with minor problems

MAINTENANCE PERSON MAIN RESPONSIBILITIES:

1. Visiting AULSR properties on a monthly basis to carry out H&S Checks relating to emergency lighting, fire and water
2. Documenting findings from H&S visits for each site via the online portal
3. Arranging site visits with suppliers and contractors for servicing and repairs where a H&S task fails or does not reach the required standard
4. Maintaining the AULSR properties service visit with suppliers and contractors to comply with H&S Regs
5. Establish and maintain relationships with suppliers and negotiate best price for servicing contracts and tendering to AULSR properties tendering on a regular basis following the 3 quote rule process
6. To assist and support the Health and Safety Manager in carrying out spot checks of properties to ensure all health and safety and legal requirements are being adhered to, communicating with dept heads on findings and recommendations for a safer working environment.
7. Be physically fit to carry out H&S maintenance tasks including supporting the shops maintenance manager and property caretakers in repairs and breakdown works in all weather conditions.
8. Support the H&S Manager with life cycle plans and manage programmes of planned maintenance.
9. Support the H&S Manager and Purchasing Dept with the AULSR preferred contractors list.
10. Support the H&S Manager to ensure all contractors working for AULSR are competent and carry out the work in compliance with all Health and Safety legislation and to a satisfactory standard

HEALTH AND SAFETY

1. Become familiar with all policies and safe working practices relating to Health and Safety, including manual handling, COSHH, accident reporting and fire procedures.
2. Undertake essential training as required.
3. Contribute to the implementation of Age UK Leicester Shire & Rutland's Health & Safety policy.
4. Contribute to the maintenance of proper standards of housekeeping and hygiene

TRAINING AND DEVELOPMENT

1. Discuss with the Line Manager any training and development needs and undergo appropriate training and development as required.
2. Evaluate training undertaken and integrate into the work programme.

WORKING PRACTICES

1. Be aware of and implement all Age UK Leicester Shire and Rutland's policies and procedures with particular regard to Equality and Diversity, Confidentiality, Complaints, and Data Protection.
2. Any other duties that may reasonably fall within the purview of the job including cover for sickness and holidays.

This Job Description sets out the responsibilities of the post at the time it was drawn up. Such responsibilities may vary from time to time in consultation with the job holder without changing the general character of the post or level of responsibility entailed. Variations are a common occurrence and do not of themselves constitute additional responsibilities.

Signed

Date

(please print name)

HR/JD/CaretakerHandypersonJan2021