

JOB DESCRIPTION

JOB TITLE: Handyperson

ACCOUNTABLE TO: Head of Care Services

SUPERVISED BY: Service Coordinator

JOB PURPOSE:

- To enhance wellbeing and quality of life by delivering an affordable home maintenance service to customers in the local community.
- To observe and promote client's choice, independence, dignity, privacy and fulfillment.
- To provide non-discriminatory support ensuring that cultural needs are respected.

DUTIES AND RESPONSIBILITIES

1. To carry out home maintenance and small household repairs efficiently and to a high standard, including painting and decoration, the installation of home security and safety measures, handrails and grabrails, and other general maintenance tasks.
2. Provide, where applicable, an estimate of the value of materials and length of time required to complete the work and place the necessary order with preferred suppliers.
3. On completion of the work, complete all relevant paperwork and return to client and/or manager, including receipt and collection of payments (if applicable).
4. As required, assist with essential maintenance work at Age UK Leicester Shire & Rutland Resource Centres, Day Clubs, Shops or other premises.
5. Exercise proper care in handling, operating and safeguarding any equipment or appliance provided, used or issued by Age UK Leicester Shire & Rutland or provided by a third party for individual or collective use in the performance of your duties.
6. Take on other projects e.g. Energy Efficiency/Home insulation and complete relevant paperwork.
7. Promote and deliver services in a way which is sensitive and responsive to client needs.
8. Have a basic awareness of the range of services offered by Age UK Leicester Shire & Rutland, and signpost clients to appropriate services as required.

TRAINING AND DEVELOPMENT

1. Undergo mandatory and departmental training and development as required.
2. Evaluate training undertaken and integrate it into your work programme.

HEALTH AND SAFETY

1. Adhere to Age UK Leicester Shire & Rutland's Health & Safety Policy and related policies mentioned therein.
2. Where applicable ensure project activities are risk assessed in line with the organisation's Health and Safety policies and procedures.

Working Practices/General

1. As well as the Health & Safety policies and procedures above, adhere to and implement all other Age UK Leicester Shire & Rutland's policies and procedures as well as the Personal Care Policies if relevant to your role.

Details of these and other Age UK Leicester Shire & Rutland policies can be found in [F:\COMMUNAL FOLDER\POLICIES](#) or on the Select HR self-service portal.

2. Age UK Leicester Shire & Rutland is committed to its charitable aims, and fundraises in order to provide accessible services for the older people of Leicester, Leicestershire and Rutland. Age UK Leicester Shire & Rutland expects all its employees to partake, when possible, in events which support these charitable aims.
3. Age UK Leicester Shire & Rutland expects all staff to have basic IT skills to enable them to use the systems within the organisation and have a willingness to embrace new technology as it is introduced. Training will be provided to staff who require it.
4. To undertake any other duties that may reasonably fall within the purview of the job.

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 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: _____