



Job profile

Service and job specific context statement

Directorate:	Central Services
Service:	Property Services
Post title:	Caretaker
Grade:	C
Responsible to:	Premises Manager
Staff managed:	None
Date of issue:	August 2016
Job family:	OS - Operational Support

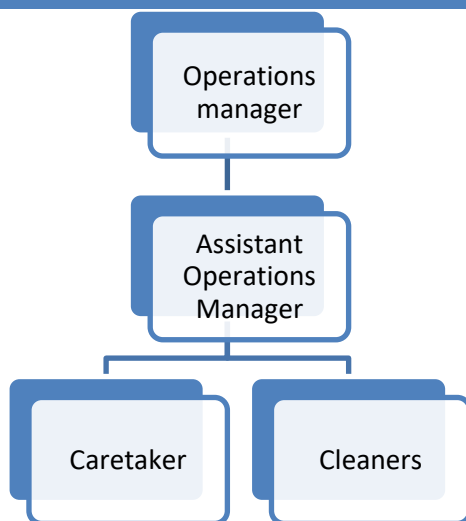
Job context

- Property Services are responsible for the running of all Corporate buildings across the county
- Disclosure and Barring Service (DBS) clearances are required

Job specifics

- Regular moving of furniture, portaging duties, DIY duties occasionally setting up of stages, pianos etc requiring high physical effort.
- Exposure to some unpleasant environmental working conditions.

Structure





Job profile

Job Description

Directorate: Central Services

Service: Property Services

Job purpose	To provide high quality effective caretaking services to ensure a secure, safe and hygienic environment for all building users
Operational management	<p>Ensure the security of the building, including response to emergency calls. Monitor the heating system and report any faults to the Location Manager Ensure outside areas are safe / clean, kept free from litter, debris, leaves and that there is safe access to the building during adverse weather conditions eg. snow Assist with portering duties whilst on site to include moving furniture and hanging curtains Support the maintenance of the building by checking and replacing light fittings, assisting with minor repairs and replacing consumables Assist with cleaning duties as directed Carry out the maintenance of swimming pools where appropriate</p>
Communications	<p>Liaise with users of the building providing effective customer service including dealing with members of the public in relation to lettings. Liaise with third parties in relation to addressing premises matters as directed.</p>
Resource management	<p>Keyholder with responsibility for opening and closing buildings and dealing with out of hours emergencies to access properties. Support the training and development of cleaning assistants working on site. Ensure appropriate valeting of pool cars on site.</p>
Systems and information	Accurate completion of relevant records as directed.
Safety and Equipment Use	<p>Dexterity needed for use of DIY tools and some demand for precision. To ensure safe use of hoovers, floor polishers and other caretaking equipment. Responding to alarm being raised and taking appropriate action depending on situation to re-secure site.</p>



Job profile

Person Specification	
Essential upon appointment	Desirable on appointment
Experience <ul style="list-style-type: none"> Ability to work on own initiative Carrying out minor repairs 	<ul style="list-style-type: none"> Working experience within the cleaning industry Supervisory experience
Occupational Skills <ul style="list-style-type: none"> Communication and interpersonal skills Leadership/team building Organisational skills Customer-focus Self-motivated and confident 	<ul style="list-style-type: none"> Ability to use floor polishing machines Awareness of health and safety
Other Requirements <ul style="list-style-type: none"> Ability to travel to different work locations Ability to attend meetings outside of normal business hours 	<ul style="list-style-type: none">
Behaviours	Link

NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.