

# **Caretaker**

## **Job Description**



# Caretaker

Responsible to: Housekeeping Supervisor

Accountable to: Housekeeping Manager

## Overall Purpose

To undertake all aspects of caretaking and general portering duties to ensure the delivery of 1<sup>st</sup> Degree Facilities' services in line with the SLA.

## Principal Duties and Responsibilities

### General Support

1. To assist students, staff and visitors in a polite and professional manner.
2. To comply with reactive Help Desk requests in a prompt and efficient manner, informing to the help desk, via Housekeeping Supervisors, any updates, observed defects or maintenance items.
3. To assist with the receipt, unloading and stacking of all University deliveries.
4. To assist with receipt, sorting of all internal & external mail, parcels and courier deliveries to site and to provide a delivery service of materials equipment and stock to departments or schools.
5. To ensure accurate recording of all activities on a daily basis.
6. To assist the Social Enterprise with the delivery of its Social Mission.

### Building Support

7. To lock & unlock buildings/rooms
8. To support all office moves including the movement of furniture and equipment along with deliveries as required.
9. To set out classrooms as required by timetables and template.
10. To assist in the cleaning of buildings and grounds, especially in the vicinity of entrances, as directed by the Housekeeping Supervisor.
11. To undertake minor maintenance of an unskilled nature as directed by the Housekeeping Supervisor.
12. To set up conference, lecture and event facilities as required
13. To assist with the periodical deep cleaning programme as required.

### Estates Support

14. To collect and segregate, waste and arrange for its disposal or recycling.
15. To assist in the clearance of snow, ice and other hazards from paths, entrances and other essential areas as necessary.
16. To undertake daily vehicle checks, promptly reporting any deficiencies of the vehicle to ensure its legality.

## **Generic Duties and Responsibilities**

The post holder will be expected to undertake other responsibilities and tasks as reasonably requested by the Housekeeping Supervisor.

A current driving licence suitable for the class of vehicle used is required.

The post holder may be required to undertake evening and/or weekend duties as part of their normal working hours.

The post holder will be responsible and accountable for ensuring all employment legislative requirements are adhered to including equality and diversity and health and safety issues.

The job description may be altered at any time in the future in line with the level of the post to meet changing institutional requirements, but only in full consultation with the post holder.

# Person Specification

Please ensure that your application statement provides clear and specific examples to illustrate how you meet each essential criterion. Applicants that fail to do so will not be shortlisted.

Please see Key below

	Criteria	Essential / Desirable	Assessment Methods
<b>Qualifications</b>			
1	Ability to demonstrate literacy and numeracy skills.	E	A
2	Possess Certificate in Manual Handling and Moving.	D	A
3	Willingness to undertake further education and/or training and development.	D	I
<b>Skills, Knowledge and Experience</b>			
4	A current UK driving licence.	E	A
5	Ability to work on own initiative and as part of a team.	E	I
6	Ability to work under pressure and to deadlines.	E	I
7	Demonstrate some knowledge of Health & Safety in the work place.	E	A/I
8	Previous experience of caretaking in an educational environment.	E	A/I
9	General minor maintenance skills.	E	A/I
10	First Aid qualification.	D	A
11	Fire Awareness training.	D	A
<b>Personal Qualities</b>			
12	Conscientious and professional attitude.	E	I
13	A flexible approach to the working environment and working hours.	E	I
14	Ability to undertake physical work over a sustained period.	E	I
		(E) Essential (D) Desirable	(A) Application (I) Interview (T) Test (P) Presentation