



barcud

Job Description

Caretaker

All criteria are Essential unless indicated otherwise



Reports to: Caretaker and Transport Supervisor

Responsible for: n/a

Overall Job Purpose:

The Caretaker will providing a high quality and effective caretaking service in and around properties in North Ceredigion area predominantly, although from time to time, the post holder will be expected to cover for colleagues in other areas whilst working as part of the team.

Requirement:

This role requires an up-to-date and satisfactory enhanced (barred list) DBS Certificate

Key Responsibilities – Functional

- Liaise with tenants and residents in flats and on our estates with regard to management issues generally providing good neighbour assistance and cleaning communal areas to specification and to maintain an adequate stock of cleaning materials.
- Liaise with the Customer Services Department to ensure that maintenance requests are reported promptly, and to check on the security of the communal areas on a daily basis.
- The Caretaker will be expected to undertake legionella checks as directed, as well as fire alarm checks, emergency lighting checks and other fire-related checks on a weekly basis, recording and reporting findings to the appropriate colleagues within the business.
- Undertake play area inspections, record findings and ensuring that any remedial action gets addressed quickly. Any equipment or areas found to be unsafe should be cordoned off to ensure the safety of possible users..
- Check for any graffiti and fly tipping and check CCTV recording to collect/collate any available evidence relating to anti-social behaviour in the flats for consideration by the Group Director of Housing and Support and to contact the police in serious cases.

- Be the contact point for the Neighbourhood Policing team.
- Prepare all bins in readiness for collection on bin day, keep the bin compound clean and tidy.
- Take electricity meter readings and notify the Finance Office.
- Remove dog / animal waste and hazardous items from communal areas or occupied / unoccupied rooms in a proper and safe manner.
- The post holder may be required to attend courses for training as directed from time to time.

This job description is not intended to be an exhaustive list and in view of changing demands, legislation, and regulations, the duties may be reviewed and revised as deemed reasonable and appropriate.



Personal Specification

Caretaker

This person specification details the experience and skills for the position of Caretaker at Barcud. All skills and experience are essential except where explicitly indicated to be desirable (D).

Qualifications:

- A good standard of general education.
- Trade qualification (Desirable)
- Clean, valid driving licence
- Use of own vehicle

Experience:

- Relevant experience of working as a caretaker, or tradesperson background.(Desirable)
- Understanding of Health and Safety at Work.
- Information sharing with partner agencies (Desirable)
- Supervisory experience. (Desirable)
- Previous employment within a Housing Association or public sector environment (**Desirable**)

Relevant Skills / Ability:

- The ability to use information technology and send emails and use a smartphone or tablet (Essential)
- A requirement to use ladders where necessary.
- The ability to use hand tools and move household items.
- Good customer service skills, with basic experience of dealing with the general public.
- The ability to keep accurate records for time sheets and administration of the services.
- The ability to communicate in both Welsh and English. (Desirable)
- Awareness of Data Protection requirements.

Personal Qualities:

- Capable of working to busy schedules.
- Capable of using own initiative and working unsupervised.
- A strong commitment to high quality customer service.
- Adopts a flexible approach to the requirements of the job. Adapts positively to change.
- A can-do attitude

Name.....

Signature.....

Date.....