

CARETAKER

Job description

Job Title

Caretaker

Department

Premises

Reports to

- Hospitality Manager

Responsible for

- N/A

Role Purpose

To provide an efficient and effective caretaking support to the Burton Street Foundation including ensuring the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards and that the heating systems operate to optimum efficiency.

Role Specific Responsibilities

- To ensure that a high level of cleanliness is maintained throughout the buildings on a daily basis
- To ensure standards and procedures are adhered to
- To use cleaning materials appropriately, as instructed and economically; to inform Supervisor when stocks are low
- To ensure that tools and equipment are in good working order, reporting any faults to the Supervisor
- To ensure that only approved cleaning materials are used and in accordance with manufacturers printed instructions and COSHH regulations. Chemicals should never be mixed with other chemicals
- To use electrical and mechanical equipment, floor polishers etc. after appropriate training
- To ensure heating plant and equipment is efficiently and effectively operated, make adjustments as necessary and reports defects and malfunctions to the Operations Manager
- To be responsible for maintaining the security of the premises and its contents. The routine and non-routine opening and locking up of the buildings including lights and internal doors
- To be responsible for ensuring clear and safe pedestrian access to the Burton Street Foundation

particularly in adverse weather conditions e.g. clearing snow, gritting etc.

- To undertake portage tasks as required including setting up and clearing away furniture
- To dispose of waste materials in a safe, hygienic manner ensuring that it is available for collection as required
- To ensure that gullies, drains etc. are kept free from debris and that the Burton Street Foundation and grounds are litter free
- To undertake painting and decorating; joinery first line maintenance of fixtures and fittings; plumbing unblocking sinks etc.; internal glazing remedial action after break-ins etc.
- To monitor stock levels of consumable items such as fuel, grit, toiletries, light bulbs and arrange to replenish supplies in accordance with current procedures
- To take delivery of stores, materials and other goods, storing them appropriately and keeping records of stock
- To maintain appropriate records including intruder alarm logbook, repair orders, heating system record book
- To report emergencies in the case of faults with gas, electric and water supply to the Hospitality Manager/Managing Director
- Notify the Hospitality Manager of any repairs or maintenance work required at the premises, which are beyond the competence of the caretaking staff. Directing workmen and contractors to the sites of repair and maintenance work
- Dealing with enquiries from staff, workmen and contractors and members of the public, and where necessary referring to the Hospitality Manager
- To comply with the requirements of Health and Safety, other relevant legislation and the Burton Street Foundation policies
- Cleaning shower heads (if applicable) weekly
- To assist with the monthly water hygiene temperature monitor checks
- To assist with the weekly fire alarm and monthly emergency lighting checks (where appropriate)
- To assist with the monthly visual inspection to check that fire extinguishers are in place and have not been tampered with – record in Fire Log book
- Carry out visual checks of yards, gardens and MUGA

General Responsibilities

- Provide cover for colleagues as required
- Be flexible in your approach to work
- Ensure you adhere to the Burton Street Foundation's policies and procedures
- The above list is not exhaustive and, as such, it is expected that the post holder will be responsible for related issues commensurate to the level of the role

Other responsibilities

- Be flexible to changing demands of the post
- Take pride in a job well done, committed to achieving high standards of cleanliness and hygiene
- Willing to undertake and training relevant to the role
- Ability to manage time effectively
- Initiative and the ability to work without supervision but as part of a team