



## Job Description

**Job Title:** Maintenance Caretaker

**Reports to:** Service Manager

**Service:** Homelessness (Olallo House)

**Date:** June 2024

**Job Purpose:**

To provide a high-quality general caretaking and maintenance service at SJOG's Homeless Service at Olallo House. Undertake a daily building cleaning regime and completing routine day-to-day maintenance tasks to ensure the building is maintained to a high standard, providing a safe and compliant environment for clients and colleagues.

Objectives	Typical Tasks
<p>To maintain a safe and clean environment for clients, colleagues and visitors.</p>	<ul style="list-style-type: none"> <li>- To undertake daily cleaning duties (internal/external) as directed including cleaning all communal areas and vacant rooms.</li> <li>- To carry out daily building and equipment inspections, recording and reporting any identified concerns.</li> <li>- To maintain security within the building, meeting and greeting clients, contractors and other parties as directed.</li> <li>- Maintaining Health and Safety records and reporting any known issues promptly.</li> <li>- Management and Control of Substances Hazardous to Health, (COSHH) in-line with best practice.</li> </ul>
<p>To undertake a wide range of general maintenance duties to ensure the building is maintained to a high standard.</p>	<ul style="list-style-type: none"> <li>- Undertake all repairs as directed including minor plumbing, carpentry/joinery and electrical tasks (Training will be provided where necessary)</li> <li>- Painting and decorating building interiors/exterior to good quality standard</li> <li>- Identifying and reporting any repairs identified for completion by external contractors.</li> <li>- To complete daily flushing regime for the management of the water supply in the building including maintaining accurate recordings logs.</li> <li>- Liaise closely with Service Managers to advise on any known issues and progress.</li> </ul>
<p>Identify any potential maintenance issues/hazards internally/externally within each home</p>	<ul style="list-style-type: none"> <li>- Notify Manager/Senior of any potential maintenance issues/hazards within the building</li> <li>- Handle ad hoc situations/emergencies as necessary, e.g. evacuation of building, arranging assistance from appropriate services, e.g. police/fire services</li> </ul>

	<ul style="list-style-type: none"> <li>- Manage the waste collection processes for the building including onsite waste disposal and the collection of ad-hoc waste as required.</li> </ul>
Manage and perform PAT testing on all electrical appliances in line with legislation to meet Health and Safety requirements (Training will be provided)	<ul style="list-style-type: none"> <li>- Report faults to Management and follow repairs through to ensure these meet the required safety standards</li> <li>- Compile accurate written records of all items tested</li> </ul>
Identify safety requirements ensuring all tasks are completed in a responsible manner maintaining the health and safety of all tenants, staff and visitors	<ul style="list-style-type: none"> <li>- Be aware of your responsibilities under the Charity's Health and Safety policy</li> <li>- Maintain a safe working environment</li> <li>- Report all incidents or potential hazards</li> </ul>
Implement and adhere to internal and external policies and standards	<ul style="list-style-type: none"> <li>- Ensure relevant standards are followed at all times and maintained</li> <li>- Maintain good working knowledge of relevant standards in order to implement safely and appropriately</li> </ul>
Continuous self development to ensure knowledge and skills are relevant to the service	<ul style="list-style-type: none"> <li>- Keep up to date with skills and knowledge</li> <li>- Attend mandatory training</li> <li>- Attend other training and development activity where appropriate</li> <li>- Participate in development reviews</li> <li>- Read and seek to understand all relevant communication e.g staff handbook, written communication, marketing literature</li> <li>- Attendance at meetings as required</li> </ul>
Actively support the vision, philosophies and values of the Charity	<ul style="list-style-type: none"> <li>- Promote the core values of the Charity</li> <li>- Act in a non-discriminatory manner</li> <li>- Maintain confidentiality at all times</li> <li>- Undertake any other duties that are in keeping with the values of the Charity that you have the skill/ability to carry out</li> </ul>

### Dimensions

Level of Disclosure: Enhanced

### Person Specification

#### Essential

- An ability to demonstrate the core values of the Charity
- Willing to undertake qualification in Portable Appliance Testing (PAT)
- Proven experience in a general maintenance role
- Painting and Decorating skills
- Carpentry skills
- Minor plumbing work skills
- Awareness of Health and Safety issues in housing
- Able to work with vulnerable clients
- Good interpersonal skills (listening and communication)
- Good written skills
- Able to work as part of a team and on own
- Flexible in approach

#### Desirable

- NVQ 3 in electrical installation (or willing to attain)
- Experience in minor electrical work
- Portable Appliance Testing (PAT) qualification
- Driving License

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>- Work to set deadlines</li><li>- Work on own initiative</li><li>- Maintain confidentiality</li></ul> |  |
|---|--|