

Wirral Multicultural Organisation

JOB DESCRIPTION

JOB TITLE:	Caretaker/Cleaner
SALARY:	National Living Wage
BASE:	Wirral Multicultural Organisation
CONTRACT:	12 month fixed term contract
RESPONSIBLE TO:	Service Manager

JOB PURPOSE

Under the direction of the management and in accordance with the practices and procedures you will be responsible for the security of the premises and its contents (including the operation of fire and burglar alarms and key holder responsibilities), lighting, heating and cleaning of premises), portorage, painting on a rolling programme of maintenance and handyman duties and other duties arising from the use of the premises. To be listed on the call out rota for emergency out of hours needs regarding the security of the building. Undertake room set up for events and cleaning duties in line with agreed schedule.

KEY TASKS

1. Ensure that buildings and the site are secure, including during out of hours and take remedial action if required. Act as the designated key holder for the premises. Operate and regularly check systems such as heating, lighting and security (including CCTC and alarms)
2. Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site, arrange emergency repairs, Arrange regular maintenance and safety checks. Checking and replacing electric light bulbs or tubes which are in a position where safe access is available. Water testing and carrying out frost prevention procedures as instructed
3. Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, report serious hazards to line manager immediately. Undertake regular health and safety checks of buildings, grounds, fixtures and fitting, (including compliance with fire safety regulations) and equipment, in line with other schedules, walking around buildings checking that premises have not been disturbed and preventing trespass on premises and grounds
4. Dealing with enquiries from staff and members of the public.
5. Ensuring instructions on usage of all materials is strictly adhered to because of risk to persons or property.
6. Ensuring that the premises and furnishings are cleaned in accordance with the standards and methods

7. Toilets to be visited at various times of the day, particularly after breaks, to see that cisterns and automatic flushes are in working order and to lay down disinfectant where necessary, Drawing soap, toilet rolls, paper or roller towels and any other associated items from stock cupboard and distributing to W.C.s or cloakrooms where necessary. Monitor stock and inform accounts accordingly.
8. Undertake general portage duties, including moving furniture and equipment within the premises.
9. Walking around play areas and drives daily, picking up paper and litter etc., from all area including paths and grassed areas, Sweeping up excess dirt from hard surfaces as and when required. To clean leaves during the Autumn period and to rock salt same etc., in frosty weather to ensure that all drains, gullies and grids are kept free flowing and clean, including cleaning blockages.
10. To regularly check gutters and ensure they are clear ensuring that the dustbin points are clear, emptying litter and keeping clean and distributing bins as required
11. To carry out painting as required using a rolling programme ensuring standards are met and to carry out low level window cleaning
12. Taking delivery of stock, materials and other goods received and storing them as instructed
13. Ensuring that all cleaning and caretaking activities are carried out in the safe manner described in the Code of Practice, complying with all procedures required by the Health & Safety Officer.
14. Maintain and encourage a good working atmosphere and team spirit and seeing that work is done correctly and promptly
15. To perform other duties considered reasonable, that are commensurate with the grading and designation of the post. Attend training as required.
16. Basic use of IT systems e.g. email.

The Organisation is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. A satisfactory DBS check will need to be returned prior to commencement of employment.

Individuals in this role may also undertake the following:

1. Facilitate lettings and carry out associated tasks, in line with local agreements
2. Handle small amounts of cash for the purchase of materials to carry out repairs.

NOTE

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the service in relation to the post holder's responsibilities and duties.

Elements of this job description and changes to it may be amended in light of organisational and service requirements.

Responsible along with all members of the staff for the safeguarding and welfare of visitors

Date February 2018