

North Northants Council – Job Description

**LANDLORD SERVICES
Sheltered Housing
Caretaker**

Service Area: Housing, Landlord Services, Sheltered Housing

Reports To: Supported Housing Manager

Responsible N/A

Scale: 1

Post Number: 332018645

Overall Job Purpose:

Working as part of a small team, the post holder will provide efficient and effective caretaking support to the Sheltered Housing service. This post includes ensuring the security and general appearance of the Sheltered Housing buildings in North Northants and to ensure that the surrounding areas are maintained in accordance with the required standards including the general cleaning, rubbish removal, painting and minor ad hoc maintenance and inspections of our sheltered housing schemes.

The post holder is expected to ensure safe working practices are observed and the health and safety of residents occupying properties with communal facilities is not compromised.

Main Duties and Responsibilities

(This list contains the main duties and responsibilities of the post holder but it is not an exhaustive list)

The post holder will perform the following duties for which he/she will be responsible.

Grounds Maintenance

1. Report major grounds maintenance issues and undertaker minor and seasonal grounds maintenance tasks, removing weeds and elf set saplings, cutting back

- hedges and shrubs, strimming, and edging. Clearing gullies and drains of debris and ensuring the grounds are kept litter free, and gritting is undertaken in cold weather conditions
2. Remove minor rubbish and fly tipped goods
 3. Report large rubbish accumulations in stairwells, drying areas, stores, bin areas and communal grounds.
 4. Clear spillages, remove and disinfect human excrement, urine and vomit as required
 5. Safely remove and dispose of discarded hypodermic syringes or pills and medication
 6. Report pest or rodent infestations
 7. To be responsible for ensuring clear and safe pedestrian access to Sheltered Schemes particularly in adverse weather conditions (e.g. clearing snow, gritting etc.)

General Maintenance

1. To ensure heating and equipment is efficiently and effectively operating within communal areas, report defects and malfunctions
2. Report the need for repairs/replacement to fixtures and fittings including floor coverings, wall decorations, light fittings, door entry systems and banister and railings
3. Undertake painting and decoration of communal areas in between pre-planned works, as well as minor decorating repairs as required in communal areas
4. Undertake basic caretaking duties such as adjusting loose locking door mechanisms, tightening screws and re-fixing window catches, affixing signage, erecting signage
5. Remove graffiti where possible with the use of chemicals or by painting over.
6. Un-blocking sinks, traps and waste pipes. Adjustment and replacement of washers to taps in communal areas
7. Dispose of waste and recycling materials at appropriate and approved waste transfer and recycling facilities
8. To be responsible for the installation of key safes where required.
9. To be responsible for maintaining the security of the premises and its contents in accordance with current requirements.
10. To undertake portering tasks as required including setting up and clearing away furniture.

Administration

1. Maintain appropriate records including daily record of actions / duties undertaken.
2. Maintain fleet documentation in accordance with current practices ensuring the van used is serviced and maintained and is operated and driven within current procedures
3. Maintain accurate records of all health and safety procedures and practices, including alarm monitoring logbooks, fire safety checks and water hygiene monitoring.
4. Ensure that health and safety procedures are complied with and to keep all plant and equipment in a clean and tidy condition.



5. Monitor stock of consumable items such as cleaning products, grit, key safes, and batteries. Order goods in line with current practices and ensure stocks are suitable for the purpose of the task, and replenished frequently.
6. To report minor faults and emergencies in the case of faults with gas, electricity and water supply to the Supported Housing Manager, or where not immediately available, technical services or regular contractors

General

1. Cover the duties of another caretaker or cleaner during periods of annual leave or sickness
2. This job description is not definitive or exhaustive but is provided to give the post holder an indication of the range of activities, duties and responsibilities concerned with the post.
3. Housing Caretakers are expected to be flexible and undertake similar tasks broadly consistent with scope and function of the post
4. All Job descriptions are subject to review and revision at any time at the discretion of the Council, if in the interest of the efficiency of the service, it should be deemed necessary.

Supervision Received

The post holder will be expected to work with minimum supervision, and on occasion alone.

Training and Development

The Supported Housing Manager or other delegated Officer will be responsible for your training and development needs.

Equipment

You will be responsible for the safe keeping of all clothing, tools and any machinery or equipment issued to you.

Additional

Post holder must hold a valid driving licence

Post holder must be able to travel efficiently and effectively between sites

I have read and understood the job description and sign to accept the above terms and conditions of employment.

Employee Signature _____

Date: _____



North Northants Council – Person Specification Caretaker

Criteria: Education / Qualifications	Essential (E) Desirable (D)
Good General Education	E
Qualifications in relevant trade, such as carpentry, electrical works or other related areas.	D
Health and Safety Certificate.	D

Criteria: Skills / Experience	Essential (E) Desirable (D)
Basic handyman skills to complete repairs of a domestic nature.	E
Conversant with relevant aspects of health and safety legislation	E
Understanding of a Supported housing environment	D
Communication and interpersonal skills	E
A sensitive approach with proper regard for residents rights and self respect	E
Experience of working with agencies involved in the care of older people	D
Ability to maintain accurate and timely records	E
Ability to exercise strict confidentiality	E
Ability to work without supervision	E
Ability to take ownership of and resolve problems	E
Ability to work to relevant policies and procedures	E
Ability to make sensible decisions in urgent situations and work under pressure	E

Criteria: Miscellaneous	Essential (E) Desirable (D)
Flexible can do attitude to work	E
Openness to change	E
Commitment to Equality and Diversity	E
Team player	E