

Job Description & Person Specification



Job Title	Caretaker
Division/Location	South West Norse
Reporting to	Cleaning Area Manager
Weekly Hours	As Advertised
Grade/Salary	As advertised

Job Description

The Role:

Ensuring the security and maintenance of the buildings under their remit are carried out to a high standard, including occasional cleaning. The postholder will contribute to the overall safety of the environment for the users of the building at all times

Main Responsibilities

- Follow signing in & out procedure.
- Supervision of cleaning staff
- Carrying out day-to-day maintenance and minor repairs – carry out compliance checks in line with building regulations
- Making sure that heating, lighting and alarm systems are working properly
- Making sure that doors and windows are locked when the building is not in use
- Checking the premises to guard against vandalism or break-ins
- Opening up the building in the morning and locking it at the end of the day
- Arranging chairs and tables for meetings and clearing away afterwards
- ordering cleaning materials, new equipment and furniture
- Carry out routine and non-routine (if applicable) cleaning duties in accordance with the cleaning specification and required standards as required
- Comply at all times with Health & Safety regulations and abide by the Health & Safety training provided.
- Maintain high levels of customer service.
- Ensure the correct PPE is worn at all times whilst on duty.
- Demonstrate Norse values at all times.
- Report faulty machinery and possible Health & Safety hazards to supervisor.
- Undertake specified training and development as required.

Other Duties

The duties listed are not exhaustive and may be varied therefore the post holder will be expected to undertake other duties as appropriate to the role and as requested by his/her line manager, including:

- Carrying out duties appropriate to the grade of the post, including occasional travel to other offices as required.

Approval/Review Date

Approved by Operations Director:		Date	
		:	
Approved by HR Director:		Date	
		:	

- Promoting continuous improvement and delivering demonstrable high-quality products and services which embrace quality standards.
- Demonstrating personal commitment to the Norse Way CSR Strategy.

Person Specification			
Category	Requirement	Essential or Desirable	Assessment Method Application Form (AF) Interview (I) Test(T)
Qualifications/ Knowledge/ Training	Knowledge of Health & Safety Requirements.	Desirable	AF/I
Experience	Previous caretaking experience, building management or site maintenance experience	Desirable	AF/I
Skills/Abilities	Able to work alone or part of a team.	Essential	AF/I
	Ability to accurately carry out verbal and written instruction.	Essential	AF/I
	Ability to follow Health and Safety instructions.	Essential	AF/I
	Good communication skills both written and verbal.	Essential	AF/I
	High standard of customer service.	Essential	AF/I
	Good organisational skills, capable of managing your own workload effectively	Essential	AF/I
Other Requirements			

General
<p>Job descriptions are accurate at the time of compilation but are open to change and therefore will be subject to regular review.</p> <p>It is the individual's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health & Safety at Work Act (1974) and associated Company policy and procedures.</p> <p>The individual is required at all times to comply with the provisions of the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR) and with any policy introduced by the Company to comply with the Acts.</p> <p>We are committed to employment practices and behaviours which encourage diversity, promote equality of treatment and eliminate unlawful and or unfair discrimination.</p>

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Approved by Operations Director:		Date	
		:	
Approved by HR Director:		Date	
		:	

Our Values

You will be expected to promote and adhere to the workplace values of our organisation:

Quality – We strive to deliver outstanding quality and make business excellence the standard by which we measure ourselves.

Innovation – We embrace new ideas and have the courage to be creative so our services are delivered in the most effective and safe way possible.

Respect – We value everyone as an individual. We respect their rights, life choices and the personal contribution they make to our business success.

Trust – We want to be a trusted provider, partner and employer, recognising that to do so, our word must be our bond. If we say we will do something, we do it.

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