



NorseCare Ltd.

Site Support Assistant

Based at NorseCare Homes and Schemes

Description: Site Support Assistant

Reporting to: Manager

Hours: Variable

Purpose

- To support the Manager in ensuring the site runs efficiently and effectively.
- To provide a handyperson service in order to maintain the establishment in a good order.

Key Objectives

- To provide a handyperson service in order to maintain the establishment in a good order.
- To regulate heating/ventilation as necessary.
- To carry out the monthly Legionella testing programmes and accurately record results.
- To undertake appropriate cleaning operations as directed by the Manager.
- To inspect the grounds to ensure these are in good order.
- To undertake routine ground maintenance (e.g. removal of litter, sweeping paths etc.) and to ensure all other work required is reported to NCS or the Manager.
- To undertake some basic garden maintenance tasks, including planting if required.
- To ensure that all services/systems/equipment are working properly and to report any malfunctions to the Manager. To ensure that these items are taken out of use in the interim.
- To assist in the movement of furniture and equipment within the establishment as necessary, and to ensure safe access to the unit.
- To ensure that services are provided in accordance with departmental standards and objectives of Quality Assurance.