



# Operations

Commercial



United in Purpose

**Global Job Title**    **Caretaker****Discipline**                      Facilities**Sub Discipline**                Facilities and Estates**Role Purpose**

Ensure delivery of activities to ensure the ongoing availability and operation of offices, schools, hospitality facilities and other buildings or sites; ensure service delivery, quality, safety, and value for money of the facility as directed.

**Key Responsibilities and Accountabilities**

1. Provide specified room set-ups for daily meetings, including order and set up refreshments and buffets, clear away and clean after each event as required.
2. Inspect and carry out remedial tasks to ensure buildings, sites, forecourt/pavement areas and car parks are clean, tidy and litter free.
3. Report building maintenance issues, including issuing, monitoring, and signing off permits to work from Authorised Contractors'.
4. Ensure the movement of furniture and equipment around the interior of buildings, sites, and venues to provide appropriate accommodation for the tenants as instructed.
5. Carry out periodic internal and external building inspections and monitoring procedures, documenting, and ensuring all information is passed to the relevant officer for action.

May need to,

6. Collect and collate data, complete records and documents recording information consistent with the correct protocols and procedures.
7. Provide a front of house service at the designated reception points including responding to customer and visitor enquiries.
8. Take meeting and venue booking enquiries by telephone, letter, or visitors, receive deliveries and distribute materials to users.

### **About this Role**

The Caretaker carries out a range of day-to-day activities to ensure the safe operation and availability of property and premises for clients, customers, and users.

Duties for Caretakers vary according to the type of building and the nature of activity the property is used for.

The Caretaker must ensure their own activities meet the ongoing and changing needs of stakeholders, clients, and customers.