Job Description & Person Specification

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

Job Description

The Role:

Caretakers play a vital role in ensuring the security and maintenance of the buildings under their remit are carried out to a high standard, to includecleaning. The role also requires excellent communication and organisational skills, as well the ability to prioritise work. Caretakers are to provide a safe environment for the users of the buildings 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.

Approval/Review Date			
Approved by Operations Director:		Date:	
Approved by HR Director:		Date:	

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	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
Other Requirements	DBS – enhancement disclosure	Essential	

General

Job descriptions are accurate at the time of compilation but are open to change and therefore will be subject to regular review.

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.

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.

We are committed to employment practices and behaviours which encourage diversity, promote equality of treatment and eliminate unlawful and or unfair discrimination.

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.

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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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Approved by HR Director:		Date:	