

# Job Profile

## Caretaker

( CDGAM-OCT09 )

Job Title	CARETAKER
Reporting to	Facilities Manager
No. Reports	None
Business/ Division	Facilities Management
Location	SERC Ballynahinch College
Contract Type	Permanent
Salary	£8.44/hr

## Job Summary

As the GRAHAM Asset Management business continues to grow & develop we are looking for an enthusiastic, organised, flexible & experienced Caretaker to join the team & to provide a full range of caretaking services under the direction of the Facilities Manager in accordance with our contractual obligations.

## Job Description

The Caretaker shall:

### SECURITY

- Be responsible for securing premises including ensuring all windows are closed, doors & gates, both internal & external are locked at the end of each day
- Open & close the premises & grounds, except in circumstances where the Facilities Manager or other Authorised Person authorises another person to do so.
- Safe custody of keys of the premises, the allocation of keys to staff (where approved by the Facilities Manager) & ensuring that the keys used by the cleaning staff/maintenance staff are returned at the end of each working day.
- Operate & monitor security camera system including the changing & storing of used tapes if appropriate.
- Operate fire alarm, intruder alarm & building security systems & report any faults to the Facilities Manager or other authorised officer.
- Attend after-hour alarm callouts, & where appropriate ensure that the premises are secured.
- During normal working hours report any suspicious activity or breach of security immediately to the Facilities Manager or other authorised person.
- Apply grit/rock salt in times of snow & frost to ensure pathways & entrance are free from snow & ice.

### MECHANICAL & ELECTRICAL SERVICES

- Efficient operation of the premises boilers/heating system as required by the Facilities Manager in accordance with the Client's energy efficiency policy.
- Ensure that requisitions for fuel are completed in good time for authorisation by the Facilities Manager.
- Replace lamps, tubs & plugs to a level of 3.35m using appropriate equipment, except where access from above can be gained.
- Carry out monthly inspections to fire fighting equipment & report any defects to the Facilities Manager or other authorised person.
- Monitor & document using of fuel, water & electricity.

### PORTERAGE

- Receipt, distribution & transport of all stores, materials & other goods as required.
- Transport all refuse bins to & from their collection point & ensure that all bins are clean at all times.
- Prepare rooms for examinations & any other purpose as required including any premises rented by the college for exam purposes.
- Preparation of the conference/board room for meetings as required including, in exceptional circumstances & in the absence of catering staff, provision of the refreshment trolley.
- Accompany students with physical impairments as required, e.g. access to lifts, etc.

## CLEANING

- Ensure that all hard surfaces & paths & ornamental grounds around the premises are clean, tidy & free of litter. Litter to be cleaned on a daily basis.
- Ensure that all external surfaces drains & gullies & kitchen grease-traps within the building complex are free flowing & clean by removing obstructions up to 3.35m.
- Provide a cleaning service to deal with issues such as spillage, flooding, litter or any cleaning problem associated with weather conditions or where rooms are used dually for the consumption of food & educational purposes.
- Clean internal & external signs, light covers, & notices up to 3.35m.
- Clean non-electrical fittings on all portable heating & ventilation equipment.
- Ensure that all defects in equipment used by the Caretaker are reported to the Facilities Manager.
- Clean all external fixed glass surfaces up to 3.35m using the appropriate equipment provided to ensure safe working conditions.

## H&YPERSON DUTIES

- Carry out handyperson duties within the competence of the post-holder.
- Assist with maintenance duties, e.g., painting, shelving, signs, replacing locks & small alterations, etc.

## GENERAL CONDITIONS

- Empty all external litter bins on a daily basis.
- Assist with the replenishment of toiletries, lighting equipment & any other requisites required as necessary throughout the working day.
- Prepare the premises for normal day & evening activities including the inspection of furniture to ensure student safety.
- The post holder will be required to carry out driving duties as & when required by the College.
- The post holder will normally be required to either hold or complete a course qualifying them as a recognised first aider within six months of taking up the post & agree to act as a first aider for the company.
- The post holder will be required to assist in the evacuation of the building in the event of a fire drill or an actual emergency by acting in the capacity of Fire Warden or Fire Marshall.
- All duties must be carried out to comply with:
  - The H&S At Work (NI) Order 1978;
  - Acts of Parliament, Statutory Instruments & Regulations & other legal requirements;
  - COSHH Regulations & all relevant Codes of Practice

## ADMINISTRATION

- Provide the Facilities Manager with timely reports on any defects in the premises externally & internally.
- Complete all paperwork/documentation associated with the post including timesheets & written reports when required.
- Provide records of consumable stocks.

## TRAINING

- Caretakers will be required to attend appropriate training to facilitate the effective undertaking of duties commensurate with their grade.

## MISCELLANEOUS

- The post holder will be required to undertake any other duties falling within the purview of the grade as required by the Facilities Manager or other Senior Manager.
- The person appointed will be required to undertake evening duties & work in other Campuses to meet the needs of the Company.
- The Company will provide a uniform which must be worn at all times whilst on duty.
- Protective clothing will be provided by the Company & must be worn appropriate to the task being carried out.

*This job description is intended to give the post holder an appreciation of the role envisaged for the Reprographic Operative & the range of duties to be undertaken.*

*It does not attempt to detail every activity. Specific tasks & objectives will be agreed with the post holder at regular intervals.*

## Technical Competencies

### Essential

- A good standard of general education
- Current driving licence
- Good communication & interpersonal skills
- Ability to work as part of a team & on own initiative
- A flexible approach to work
- Good organisational skills

### Desirable

- Previous experience in a similar role
- Possess handyperson skills

## Behavioural Competencies

**Effective Communication Skills:** Able to maintain & manage communication links with a variety of stakeholders

**Productivity:** Focuses time & resources on activities that will yield the greatest benefit; Gets work done within a given time frame

**Adaptability:** Able to manage change & remain flexible to individual situations.

**Team Player:** Always willing to be involved in other activities to achieve company objectives. Works collaboratively & uses influence to gain resolution of issues. Demonstrates honesty, loyalty & commitment.

*Please apply by either contacting Dorothy Lynas, HR Dept, on 028 9046 1821, by email to [dorothy.lynas@graham.co.uk](mailto:dorothy.lynas@graham.co.uk) or by downloading an application form below.*

[CLICK HERE TO DOWNLOAD APPLICATION FORM](#)

*Quote Reference No: CDGAM-OCT09*

*Closing Date: WEDNESDAY 14 OCTOBER 2009 @ 5.00pm*