

# **JOB DESCRIPTION**

**POST TITLE:** Part time outside caretaker

**HOURS:** Flexible hours averaging C15-20 hours per week. Hours will be agreed on a week-to-week basis with the line manager.

**PRIME OBJECTIVES OF THE POST:** To keep the site neat, clean and tidy.

**RANGE OF RESPONSIBILITY:**

1. Complete required outside cleaning, gardening, and maintenance work.
2. Any other duties required by the Directors or your Manager.

**LINE MANAGER RESPONSIBILITY:** None

**REPORTS TO:** Property Director

**RANGE OF DECISION MAKING:** Once established in post you will be responsible for completing required tasks with minimal supervision.

**HEALTH AND SAFETY:** Post holder must adhere to stated policies and procedures related to health and safety, and quality management.

**EQUAL OPPORTUNITIES:** The post holder must carry out their job responsibilities with due regard to the Companies Equal Opportunity Policy. We are proud of our diverse workforce and take equality issues seriously.

Attributes	Essential	Desirable
1. Education and Training		
2. Skills	<ul style="list-style-type: none"> <li>• Good people skills – friendly approach.</li> <li>• Good organisation skills.</li> <li>• Good time management skills.</li> </ul>	
3. Abilities	<ul style="list-style-type: none"> <li>• Ability and enthusiasm to complete physical work outside.</li> </ul>	
4. Additional factors	<ul style="list-style-type: none"> <li>• Attention to detail.</li> <li>• Self motivated and enthusiastic.</li> <li>• Calm and professional.</li> <li>• Positive attitude.</li> <li>• Neat and tidy.</li> </ul>	
5. Experience and Knowledge.		<ul style="list-style-type: none"> <li>• Previous experience of outside maintenance work and or building repair work.</li> </ul>