

## Role Profile

<b>Job Title:</b>	Caretaker
<b>Based:</b>	The Stables, Reading
<b>Hours:</b>	Full Time – 37 hours per week
<b>Contract:</b>	Fixed Term 12 months
<b>Reporting to:</b>	Head of Property
<b>Remuneration:</b>	£20,000-22,000 per annum, plus benefits

### Job Purpose:

To ensure that Launchpad properties and grounds are safe and maintained to a high standard by carrying out general maintenance and minor repairs

## Key Responsibilities

### Maintenance

- To carry out maintenance tasks according to the priority of the jobs raised and maintain the log sheets of work completed with relevant information, in conjunction with the Housing Officers and Head of Property
- Carry out work to a high standard and within the agreed deadlines according to Launchpad's policy and procedures
- Where works require a contractor, liaise accordingly with them and feedback any concerns to the Housing Officers
- Carry out work identified on the Stock Condition Survey, as well as any internal decorations programme identified by the Head of Property
- To purchase consumables required for maintenance from appropriate suppliers ensuring value for money, and retaining a supply on the van of stock needed
- To ensure all repairs are carried out, where possible with heating systems, or appropriate contractors are used to carry out this work as a priority

### Voids

- Ensure void works are carried out as a priority, and effectively communicate regarding rooms and flats that require additional work
- Ensure all voids meet the minimum letting standard required within Supported Housing

### Grounds Maintenance

- Undertake the maintenance of the external grounds and boundaries of Launchpad property according to the needs identified by the Head of Property
- Ensure boundary walls and fences are to a good standard and that the external appearance

of all Launchpad properties are maintained

- Ensure outside areas are clear of litter, leaves and other rubbish on a rolling programme

### **Health & Safety**

- To carry out Health & Safety checks within Launchpad properties according to regulation and legislation such as fire alarm, emergency lighting and legionella testing
- Report any emergency situations that pose a risk to tenants, staff and contractors and ensure that any remedial action is carried out
- To ensure all work is carried out according to Launchpad risk assessments in relation to maintenance and use of tools and machinery, as well as manual handling and working at a height
- Ensure all contractors are aware of any H&S concerns whilst carrying work out at the properties
- Use of appropriate PPE when carrying out certain maintenance tasks according to risk assessments
- Ensure all tools and equipment are safe to use, and if not either disposed of or replaced

### **Security**

- To be responsible for the Company Vehicle during working hours according to the Van Policy
- To keep all property relating to Launchpad, such as tools, equipment, keys and credit cards secure
- To be a key holder for Launchpad property whilst carrying out maintenance and allow access to clients and contractors as and when required. Ensure that all property is left secure when work has been completed
- To identify any security concerns whilst out in the properties and maintain any security systems or assist contractors

### **Cleaning**

- To ensure that Launchpad properties have a high standard of housekeeping and that all communal areas, and offices are cleaned according to the schedule
- To clean carpets using the carpet cleaner required for voids and identify replacement of carpets as necessary
- Store and use all cleaning materials and chemicals according to COSHH guidelines as per Launchpad policy and procedure
- Ensure all rubbish from Launchpad property is transported to waste disposal sites

## **Porterage**

- To transfer stock, equipment and furniture around Launchpad property and offices as and when required
- Support with the removals of client property and storage as per Launchpad policy and procedures as and when required
- Support the staff with requests for moving items as well as any donations received

## **Finance and Administration**

- Ensure all receipts and paperwork is recorded as per the Finance Policy and Procedures, where purchases are made on credit cards or on trade accounts
- Assist with utility meter readings as well as purchasing top up's for the relevant utility meters when necessary
- Delivering post as and when required to Launchpad properties

## **Other Additional Duties**

- Attend Housing team meetings and contribute to the development of the Housing function within Launchpad Reading
- To feedback on areas of concern within properties relating to cyclical decorations or stock condition to assist the Head of Property with budgeting
- To carry out any other reasonable duties appropriate to the post as required by the Head of Property

## **General**

- To attend and participate in team meetings, reflective practice, group briefings, 1to1's, annual reviews, internal and external meetings, qualifications and training courses etc where appropriate
- Proactively promote the service / Launchpad within Reading to other organisations and partners
- Observe and work within Launchpad's values of Respect, Empower, Integrity and Influence
- Operate within the framework of policies and procedures within Launchpad
- Work flexible hours as necessary to meet the needs of the service / contract / customers
- Any other duties commensurate with the role

## **Person Specification**

### **Knowledge, Skills and Behaviours**

- An understanding of the main Health and Safety Regulations, including COSHH and risk assessment, and how they apply
- Ability to carry out repair and maintenance work with expertise in DIY – eg woodwork, plumbing, painting and decorating skills
- Ability to undertake a range of caretaking and cleaning duties and maintenance and repair tasks
- Ability to identify work priorities and manage own workload
- Ability to act on own initiative, dealing with any unexpected problems that arise
- Ability to demonstrate good inter-personal skills to communicate with a range of people, including vulnerable people
- Ability to work well within a team
- Ability to learn quickly with an enthusiastic and positive attitude
- Highly motivated and proactive
- The ability to present a calm and professional image, even if under pressure
- Ability to demonstrate commitment to Equal Opportunities

### **Experience**

- Experience of carrying out building maintenance work, within the reasonable capacity of a normal handyperson
- Experience of keeping work records
- Experience of using e-mail and office computer programmes

### **Education, Qualifications and Training**

- Willingness to participate in further training and developmental opportunities as offered.
- Qualified driver with full driving licence
- An Enhanced DBS will be needed for this post