

## JOB DESCRIPTION

**JOB TITLE:** Caretaker  
**RESPONSIBLE TO:** Home Manager  
**ACCOUNTABLE TO:** Regional Director

### Care UK's Values

- Every one of us makes a difference
- Customers are at the heart of everything we do
- Together we make things better

### Job Summary

To ensure the premises and grounds are maintained to a high standard and provide the residents with a safe, comfortable and pleasant environment in which to live.  
Maintain all records in accordance with Company policies, procedures and guidelines.

### Key Responsibilities

- To act as a general Concierge for the Home, ensuring that Residents are placed at the centre of everything we do.
- At the commencement of each day; liaise with Nurse-in-charge/Team Leader regarding Resident's maintenance requirements and check maintenance books in the home and carry out repairs as required or contact engineers/service agent where applicable. Ensure that the response to the fault is communicated to and affected Residents and colleagues within the Home.
- Complete all checks as stipulated in the Facilities Manual, on a daily, weekly, monthly, quarterly and annual basis as required. To familiarise yourself with the external contractors on-call system and their responsibilities within the home.
- To familiarise yourself with Homes emergency procedures i.e. fire, gas leak.
- Undertake maintenance of specific items of equipment as designated by the Home Manager, maintaining records in accordance with Company Guidelines.
- Undertake basic visual electrical checks on all equipment, i.e. ensuring that all plugs and cables equipment are checked for signs of damage, labelling is legible and correct. Any faults are reported to the Home Manager and Electrical Contractor.
- Ensure that daily/weekly/monthly fire checks are completed which includes the fire alarm system, fire extinguisher, fire doors and sprinkler system recording findings. Ensure the appropriate remedial action is taken (i.e. contact Service Company).
- Maintain all items of equipment and tools in a clean, safe and secure manner.
- Pre-weekend check; lights, electrical, heating, prior to the weekend or Bank holidays.
- To ensure monthly meter readings of gas, electricity and water are submitted to the Administrator/Manager on specified dates.
- To ensure deliveries to the Home are stored and checked as appropriate.
- To ensure all storage areas (excluding kitchen area) are clean and tidy and security is maintained.
- All Internal and external doors, stairwells and pathways are kept clear and that any defects are reported to the Home Manager/Service Contractor.

Caretaker

Version 1: December 2013

Owner: New Homes Opening Team

- Undertake general redecoration works as instructed by the Home Manager.
- Undertake ground maintenance, keeping the grass cut, shrubs, bushes and hedges pruned and the site generally weed free.
- Where applicable, liaise with any grounds-maintenance contractors.
- Where appropriate plant specific items to enhance the appearance of the grounds.
- To participate in Resident activity, including their use of the external grounds, raised planting and watering/feeding of planted areas.
- Advise on specific areas of planting and general gardening maintenance.
- Use and maintain the equipment provided in a safe and secure manner.
- Ensure that all deficiencies in security and safety are reported to the Home Manager and relevant contractor.
- To be aware of maintaining resident's privacy and to communicate with nursing staff should works be required which will affect resident care.
- To liaise with the Home Manager at least once a week to discuss maintenance issues, re-decoration etc.
- To contribute towards Resident transport requirements when and where necessary and as directed by the Home Manager.
- Where necessary and under the direction of the Home Manager, participate in the collation of key performance indicator data and evidence.

### **Safeguarding of Vulnerable Adults / Mental Capacity Act**

To complete training on Safeguarding of Vulnerable Adults and the Mental Capacity Act and be able to understand and implement SVA and MHA policies and procedures taking responsibility for reporting any safeguarding concerns to the senior person on duty or on-call RD

### **Health and Safety**

As an employee of Care UK, the post holder has a duty under the Health and Safety at Work Act 1974, to:

- Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
- Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the organisation, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.

### **Data Protection**

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act and the company's ISO27001 accreditation. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

This list of duties and responsibilities is by not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

This job description is subject to regular review and appropriate modification.

I confirm I have read and understand this job description

Name of post holder .....

Signature .....

Date .....

<b>HAZARDS</b>					
Laboratory specimens		Clinical contact with patients/residents		Performing exposure prone invasive procedures	
Blood/body fluids		Dusty environment		VDU use	√
Radiation		Challenging behaviour		Moving and handling	√
Solvents	√	Driving	√	Noise	
Respiratory sensitisers		Food handling		Working in isolation	

## Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSEs (or equivalent) including English and Maths</li> <li>• Full, clean UK driving licence.</li> </ul>	<ul style="list-style-type: none"> <li>• Certificate in Hospitality</li> <li>• Experience of driving a minibus.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a customer focussed environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience gained in a care home environment</li> </ul>
<b>Technical Skills</b>	<ul style="list-style-type: none"> <li>• A sound understanding of the main Health &amp; Safety Regulations, including COSHH and risk assessment</li> <li>• Good communication skills both written and verbal</li> <li>• Create and maintain working relationships with residents, colleagues and visiting contractors</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Shares ideas with others [to make improvements]</li> <li>• Keen to learn and improve own performance</li> <li>• Committed to communicate with customers to understand their needs</li> <li>• Will go the extra mile to help fulfil customers needs</li> <li>• Has a 'can-do' attitude to work</li> <li>• Enjoys working effectively as part of a team</li> </ul>	