

JOB DESCRIPTION

POST TITLE: **Caretaker**

REPORTS TO: **Estate Manager**

PRIMARY JOB FUNCTION

1. To carry out caretaking work on the estate in line with BMO's cleaning duties as specified in the Management Agreement
2. To deal appropriately with issues of health and safety and disrepair that come to your attention during the performance of your duties
3. To carry out basic ground maintenance on Blackstock Estate
4. To work as part of BMO team under the direction of TMO Manager
5. To support the development of resident participation and involvement in the housing management service provided by BMO.
6. To support BMO staff in their duties and their dealings with residents.

DUTIES AND RESPONSIBILITIES

7. To sweep / clean /wash all areas of Blackstock Estate on regular rota basis and to a standard acceptable to the BMO Management Committee. This is outlined in the BMO caretaking schedule and includes windows, lifts and lobbies, roofs stairwells and landings as well as outdoor hard surfaces (included garages and parking spaces) bin chambers, grassed areas, play areas flower beds and shrub beds.
8. Rotate paladins in refuse stores and deal with spillage
9. To accompany the Manager and Management Committee members on Estate inspections as required
10. To assist in clearance of lumber from vacant flats and valeting of flats before letting
11. To assist in clearance of rubbish and assist where possible in taking action against those dumping rubbish inappropriately

12. Establish and maintain a good relationship with all tenants on behalf of BMO and to provide assistance to tenants as appropriate.
13. Inspect common areas for repairs. Check lights and time switches, security door entry operation, lifts and other repairs required.
14. Report illegal car parking and abandoned vehicles and contravening of tenancy conditions by tenants and to assist in taking appropriate action where required.
15. To actively encourage all residents to become involved in the management of BMO through participation in committees, attendance at meetings, support for BMO related projects and involvement in the production of BMO newsletters. To support BMO in developing resident participation in BMO and assist in providing information.
16. To carry out other duties commensurate to your grade as may be required from time to time by the General Manager.
17. To carry out duties with due regard to BMO's Equal Opportunities Policy and relevant legislation (e.g. Health & Safety Law, Data Protection Act etc).
18. Participate in meetings, supervisions, training etc that assist in the development of the role and your own professional development.
19. Ensure all the services within the area(s) of responsibility support our commitment to high quality service provision to users.

Post holder Declaration

Name:	Signed:
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Date:

PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job. It has been used to draw up the advert and will also be used in the short-listing and interview process for this post.

Essential	Desirable
Experience	
<ol style="list-style-type: none"> 1. Experience of carrying out caretaking or cleaning work 	<ol style="list-style-type: none"> 2. Experience of co-operative social housing and tenant management would be an advantage. 3. Accredited training in Caretaking and cleaning services
Knowledge, Abilities and Skills	
<ol style="list-style-type: none"> 4. Knowledge of cleaning work and the requirements of health and safety regulations 5. Knowledge of methods of carrying out cleaning duties (e.g. Rota, Shifts, frequencies and performance standards) 6. Understanding of at least the basic aims of tenant participation and tenant management 7. Physically fit and able to lift and move heavy objects 8. Commitment to team working 9. Commitment to high standards of performance 	<ol style="list-style-type: none"> 10. Some understanding of the aims of tenant participation and tenant management.