**CHALK FARM HOUSING GROUP**

**JOB DESCRIPTION**

**Post: Caretaker**

**Responsible to: Estate Manager / Housing Officer**

**Salary: £23,000**

**PURPOSE OF THE JOB**

To take personal responsibility for ensuring that that all internal and external communal areas of the Ferdinand Estate are kept clean and tidy and maintained to the highest possible standards.

Conduct daily health and safety checks in the blocks and communal areas to identify and deal with any issues promptly.

To support elderly and vulnerable residents by checking on them during spells of cold weather or at other times as directed.

To carry out other duties as instructed by the Estate Manager or Housing Officer.

**MAIN RESPONSIBILITIES**

**Estate Cleaning**

1. Carry out to the highest possible standard and take personal responsibility for all estate cleaning duties in a designated selection of blocks and outside communal areas of the Ferdinand Estate.
2. Check for and clear blockages in the refuse chutes on a daily basis.
3. Pull out and return bins for refuse collection on designated collection days. To rotate bins regularly and when full.
4. Sweep out the bin chambers at least twice a week and disinfect them at least once a week after collections have taken place.
5. Empty litter bins in the playgrounds or communal areas on a daily basis.
6. Ensure that all entrances, stairways, landings are swept and washed down in accordance with the rota with high frequency areas cleaned on a daily basis and low frequency areas cleaned at least once a week. This includes external entrances to the blocks as well as internal areas.
7. Spot clean low frequency areas on a daily basis as necessary, for example if there has been a spillage.
8. Carry out a daily litter pick throughout each block and in all external communal areas including all hard surface areas, playgrounds, grassed areas and flower beds.
9. Clean and sanitise the lifts on a daily basis and carry out a deep clean at least once a week.
10. Clean and sanitise handrails, communal door handles, lift call buttons and entry phone panels on a daily basis.
11. Keep the communal areas of each block clear of dust and cobwebs.
12. Clean accessible communal windows on a monthly or bi-monthly basis as directed.
13. Keep the communal areas clear of leaves and other debris by regular sweeping of the Estate. The frequency of this should be increased during leaf fall season.
14. Remove all bulk refuse from inside and outside the blocks to the designated collection area and to ensure that items are broken down to make the most efficient use of the storage and collection facilities.
15. Remove any bags of rubbish which have been left in the communal areas and dispose of them in the correct bins.
16. Ensure that pathways and entrances are kept clear during snowy or icy conditions. Apply rock salt as necessary.
17. Ensure all communal areas are kept free of weeds, moss and algae using appropriate chemicals, removal by hand or mechanical means to manage the situation.
18. Remove any graffiti on the Estate promptly and report any incidents of racist or offensive graffiti to the Estate Manager or Housing Officer.

**Caretaking Duties**

1. Carry out daily health and safety inspections including but not limited to:-
2. Lifts
3. Door Entry Systems
4. Communal Fire Doors
5. Hopper Heads
6. Roof Access Points
7. Intake Cupboards
8. Communal Water Tanks and Tank Rooms
9. Playground Equipment
10. Gerda Vehicle Gates
11. Pedestrian Gates
12. Bin Chambers
13. Empty (Void) flats
14. Fire Risks in Communal Areas
15. Any Communal Repairs or Potential Hazards

1. Inspect all communal/staircase/estate lighting on a weekly basis and take prompt action to replace any worn out light bulbs or starters and to adjust time clocks as necessary (Where there are sensors, override them to check the lighting).
2. Change light bulbs and starters on an ad hoc basis as and when required.
3. To be a daily presence on the Estate discouraging and reporting any suspected incidents of anti-social behaviour or criminal activity.
4. Deal with emergency situations which may arise including attending to properties which have been flooded and carrying out minor or temporary repairs as required.
5. Clear all empty (void) properties as directed and remove contents to the bulk collection area.
6. Keep all communal drains and gullies clear at all times.
7. Carry out welfare checks on elderly and vulnerable residents during spells of cold weather or at other times when directed.
8. Report any repair issues, vandalism or hazards to the Office as soon as they are identified.
9. Provide access to restricted areas to contractors, visitors or residents as directed.
10. Take part in estate walkabouts or block inspections with Staff and Committee members and general residents as and when required.
11. Deliver newsletters, leaflets and other correspondence to properties on the Estate as and when required.
12. To maintain the noticeboards on the Estate and ensure out of date posters are promptly removed.
13. Report any missed refuse collections or damaged or missing bins to the Office.

**Office Cleaning**

1. Clean the Chalk Farm Office on a weekly basis in accordance with the rota.

**Team Working**

1. Assist the Multi-trade Operative or other Caretakers with their work on tasks which require more than one person to attend or during busy periods when directed.
2. Cover the duties of absent Caretakers as and when required.

**General**

1. To ensure compliance with Health and Safety and COSHH at all times.

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1. To take personal responsibility for all equipment and materials issued to you.
2. To ensure that stock levels of equipment and materials are maintained at all times.
3. To wear any PPE or uniform issued to you.
4. To carry the radio/comms device with you during all working hours so that you can maintain contact with the Office at all times.
5. To comply with all policies and procedures of the TMO and promote the Equal Opportunities Policy
6. To undertake any other duties, commensurate with the grading for the job

 as required.

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**PERSON SPECIFICATION**

**Post: Caretaker**

**E = Essential**

**D = Desirable**

**Experience**

1. A minimum of 1 years’ experience of being a Caretaker in either a residential or premises setting (E)

**Job Knowledge**

1. Working knowledge of the job including effective cleaning techniques (E)
2. A basic understanding of health and safety and COSHH (E)
3. A basic knowledge of common building defects (D)
4. An understanding of the potential issues of working on a Social Housing Estate (D)

**Education/Training**

1. Educated sufficiently to follow written instructions and to provide basic written reports when required (E)
2. BICS cleaning qualification (D)

**Skills/Abilities**

1. A hard-working individual who can perform consistently to a high standard in a physically demanding role (E)
2. Able to self-motivate even when doing repetitive and monotonous tasks (E)
3. Able to work on their own or as part of a team (E)
4. Able to organise and prioritise tasks and follow a rota (E)
5. Flexible approach to work including covering for and assisting colleagues and dealing with emergencies and changing priorities (E)
6. Able to identify health and safety problems and basic repairs when carrying out daily inspections (E)
7. Able to act on own initiative when required. (E)
8. Good verbal communication and customer facing skills (E)
9. Able to use mechanical equipment such as leaf blowers/vacuums (E)

**Equal Opportunities**

1. A basic understanding of equal opportunities and a commitment to

 the promotion of fairness and diversity (E)

**Other Requirements**

1. Must be able to physically climb stairs up to 8 storeys, access ladders and roofs in order to carry out the job role (E)

**SUMMARY OF KEY TERMS AND CONDITIONS**

* Permanent role subject to 6 month probationary period
* 33 days annual leave including 8 Bank Holidays
* 4% matched employer contribution into Scottish Widows pension scheme
* Childcare voucher scheme
* Interest free season ticket loan after probationary period
* Bicycle Loans after probationary period
* Salary paid monthly by BACS