

Wenlock Barn Tenants Management Organisation

Job Description for Caretaker

Reports to: Estate Team Supervisor

Salary: £14.80 ph

Main purpose of role:

- To act as a Wenlock Barn TMO representative to maintain the general upkeep of block communal areas, lifts and the general environment of the estate, the well being of all residents, and work as a team.
- To self-monitor and quality audit your work to ensure they meet required standards.
- To provide excellent cleaning and block maintenance service for residents
- To promote excellent relations and good customer service to residents.
- To take part in providing cover for staff sickness and holidays.
- To work as part of a team to deliver joint cleaning activities and initiatives.
- To carry out occasional grounds maintenance duties i.e. grass cutting, weeding, and pruning hedges etc.

MAIN DUTIES AND RESPONSIBILITIES

1. Before starting work each day, ensure that you wear the appropriate safety clothing and equipment.
2. Complete an audit sheet for each block and external area of work completed each day.
3. Carry out a high standard of cleanliness to all internal and external communal areas as directed using chemicals and equipment in accordance with Health and Safety and C.O.S.H.H.
4. Clean lifts, lobbies, corridors, staircases, landings, walls, and entry and exit doors and windows, bin chambers and all internal and external communal areas.
5. Remove cobwebs from all communal areas.
6. Ensure that cleaning duties undertaken is in accordance to the cleaning schedule of the block and estate, and / or as directed by the Estate Supervisor.
7. Remove Graffiti from communal areas or where the graffiti is very large or complex, report this to the Estate Supervisor to arrange specialist removal.

8. Check and ensure that the estate grounds and all block communal areas are free of litter and dumped rubbish, by sweeping and litter picking affected areas.
9. Clean and disinfect all rubbish chutes and bin chambers on your patch, and ensure that any spillage is cleared. Check paladin bins regularly, rotate/ change as required and ensure no spillage is left on chamber floors. Check that all bin chamber doors and chute shut offs are in good working order and safe. Report any issues to cleaning supervisor.
10. To be polite, courteous and helpful to all residents and visitors.
11. Check communal lighting to ensure they are in good working order and replace bulbs as required. Report any light defects to the Estate Supervisor or Property Manager for the necessary repairs to be done.
12. Carry out checks to communal areas and report communal repairs. Keep records, post inspect repairs and confirm work has been completed to your Supervisor.
13. Carry out grounds maintenance duties, including: grass cutting, remove weeds from all hard surface areas and apply herbicide when required.
14. Regularly check all chutes; unblock if required to ensure they are free from obstructions.
15. Deliver letters, leaflets to all properties on your patch quarterly or as required.
16. Remove Bulk/ Furniture etc. from all communal areas to designated pick up points or garage. As for help and assistance to remove heavy items particularly those over 25 kg in weight.
17. Clean and check play areas and equipment and report any defects, keep records and post inspect repairs.
18. Unblock gully drains and ensure covers are free from obstructions
19. Liaise regularly with TMO neighbourhood officers and other departments on issues that affect the service.
20. Attend training courses as directed.
21. Provide cover and carry out cleaning duties to any area within the estate during periods of annual leave, staff vacancies and sickness or as directed.
22. Clear snow and ice on estate roads and paths and grit with rock salt.
23. Clear leaves during autumn shedding period.
24. Wash down and clean all Notice Boards on patch.
25. From time to time, you may be required to undertake any other duties as required consistent with the role, or directed by the estate supervisor and management.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Able to clean large public areas
2. Able to complete forms and record keeping
3. Able to use basic cleaning equipment
4. Able to prioritise work load.
5. Able to work alone and also as part of a team.
6. Able to cut grass and prune hedges.
7. Able to lift bulk items of up to 25 kg.
8. Able to communicate with residents and staff.
9. Health and safety aware.
10. Being flexible and adaptable.
11. Being customer focused.

Read and understood details of Job Description

Signed by employee:

Date:

