



## **Maintenance Person**

### **JOB DESCRIPTION**

**JOB TITLE:** Maintenance Person

**REPORTING TO:** Senior Management Team

**JOB PURPOSE:** To be responsible for general maintenance of The Croft Care Trust buildings.

To be responsible for the general maintenance of the gardens and grounds within the Croft Care Trust Complex

To drive and maintain the complex mini bus & other transport vehicles as required

### **RATE OF PAY:**

Variable

*\*Pay rates to be reviewed April 2018*

### **SKILLS, KNOWLEDGE & QUALIFICATIONS**

#### **Required:**

- Enthusiastic
- Good communication and organisational skills
- Team player
- Ability to work on own initiative
- Friendly, creative and confident
- Genuine interest in working with the people with Learning Difficulties
- Have life skills
- Be able to promote independence
- Satisfactory DBS check against the POVA List (where applicable).

No formal qualifications are required to undertake this role as appropriate training will be provided

#### **Desired but not required:**

- Previous experience working within a similar or relevant role.

### **MAIN RESPONSIBILITIES**

1. To carry out a programme of regular maintenance work on The Croft Care Trust Buildings (the buildings), including the surrounding grounds.
2. To carry out repairs and additions to the buildings home when required
3. To paint and decorate the interior and exterior of the buildings when required.
4. To drive the Croft Care Trust mini bus as required, taking residents on outings, appointments or to carry out shopping requirements.
5. To plan and organise a programme of Garden Maintenance.
6. To be responsible for the general maintenance of the gardens and grounds in Croft Care Trust,

including cutting the grass, planting, weeding and pruning.  
7. Assist with fundraising

Communication:

8. Report any changes in Residents' physical or emotional condition to the Home Manager or Person in charge.
9. Work effectively with the other maintenance person as part of the maintenance team.
10. Participate in Staff meetings, as and when required.

Marketing:

11. Actively market the Care Home and promote a positive personal / professional profile within the local community, ensuring the good reputation of the Care Home at all times.

Training & Development:

12. Attend mandatory training days/courses, on or off site, as and when required.
13. Maintain professional knowledge and competence.

Health & Safety:

14. Report immediately to the Home Manager, or Person in Charge, any illness of an infectious nature or accident incurred by a Resident, colleague, self or another.
15. Understand and comply with all statutory and legal requirements which are relevant such as Health & Safety, Emergency and Fire Procedures, COSHH, all aspects of the Care Standards Act, have a clear understanding of Infection Prevention and Control policies, procedures and measures to maintain a safe environment throughout the home.
16. Report to the Home Manager, any faulty appliances, damaged furniture, equipment or any potential hazard.
17. Promote safe working practice in the Care Home.

General:

18. Ensure that all information of confidential nature gained in the course of duty is not divulged to third parties.
19. Notify the Home Manager, or the Person in Charge, as soon as possible of your inability to work, and also on your return to work from all periods of absence.
20. Ensure the security of the Care Home is maintained at all times.
21. Adhere to all Company policies and procedures within the defined timescales.
22. Ensure all equipment is clean and well maintained.
23. Carry out any other tasks that may be reasonably assigned to you.