

## Role Description

### Caretaker

Support

### Role Summary

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- Responsible for ensuring the two charity sites are well-maintained, safe and secure
- Carry out day-to-day maintenance and minor repairs
- Responsible for general up keep of external areas and grounds maintenance
- General portorage duties and moving of furniture and event equipment

### Responsibilities

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#### Office and Building Maintenance

- Respond to repair requests promptly and in a professional manner, undertaking maintenance tasks as required
- Responsible for keeping a running inventory of supplies and submitting purchasing requests when supplies get low
- Maintain library of user manuals for office furniture and fixtures that can be referred to when needed
- Perform routine tasks based on a schedule created by the facility officer/manager
- Accepting deliveries and movement of furniture, supplies, deliveries between sites
- Monitoring air conditioning and heating levels
- Window cleaning and exterior building works, painting, staining woodwork
- Use equipment to keep the exteriors of the buildings looking clean, tidy and professional
- Maintain all outside spaces, including car parks, parking barriers, grass cutting, flower beds
- General maintenance and cleaning of charity support vehicles
- Assist with the moving and handling of heavy items including operational equipment, events equipment and office furniture
- Ensure meeting rooms, training facilities are set and prepared for presentations and business meetings
- Ensure hangar is tidy and clean at all times under instruction from aviation crew

#### Facilities Management

- Issuing car parking fobs and ensuring parking spaces are used correctly
- Oversee and/or conduct annual PAT testing of electrical equipment (training provided)
- Ensure all fire signage and equipment is legally compliant and monitored and recorded
- Ensure security alarms and CCTV are periodically tested and logged
- Responding to alarm activations (including possible, occasional out of hours)
- Setting up rooms for meetings and events
- Loading van for bi annual clinical training courses and fundraising events
- Support fundraising team in event preparation and stock management

The responsibilities of this role will normally include all duties described in this Role Description and any additional or different duties, as may be required from time to time.

## Person Profile

### **Qualities, Skills & Attributes**

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#### Essential

- Experience of care taking
- Reliable and able to work early mornings or early evenings and occasional weekends
- Good degree of professionalism
- Inventory/stock control skills
- Good verbal communication skills
- Ability to lift objects up to 20kg
- Confident positive outlook, willing to take on small challenges
- Pride in your work
- Ability to work in an organised manner
- Ability to adapt maintenance/cleaning procedures to meet the need of the staff and the Charity
- Communicate confidently with staff and visitors
- A proven ability to deliver multiple projects to agreed timescales
- Patience, flexibility and the ability to work with tact, diplomacy and integrity
- Excellent organisational skills with attention to detail
- Driving licence required
- Willingness to be on call and work out of hours as required

#### Desirable

- Electrical safety/PAT testing or equivalent qualification
- Other trade qualifications
- Trained first aider
- Basic IT skills and use of Microsoft office