

Job Description and Person Specification Profile

Job Title	Mobile Caretaker
Job ID	H37
Service	Strategic Property
Grade	D
Reporting to	Caretaking Manager

The Role

This role will ensure buildings within the TMBC Corporate estate are a clean, safe, and secure environment through the provision of a responsive and efficient caretaking and site management services. The postholder will work as part of a mobile and flexible team providing a professional, comprehensive and high-quality facilities management service to every site that they are working on. The role will require the postholder to work across Council buildings according to the needs of the Facilities Management service and will include travelling between sites during the working day.

Main Duties and Responsibilities include:

- To be responsible for the opening and closing of the premises (including gates) and the activation/de-activation of security alarms. This will include working on different sites and buildings according to the needs of the Facilities Management service.
- To be responsible for the very high standard of cleanliness across the site.
- To carry out minor or temporary repairs and maintenance tasks within competence, including statutory checks such as but not limited to fire alarm tests, emergency lighting tests and water monitoring procedures.
- Complete daily cleaning audits & monitoring of cleaning staff, working to an agreed cleaning standard/schedule.
- Be responsible for reporting maintenance issues/repair requirements on the Integrated Workplace Management System.
- Undertake minor maintenance tasks (e.g. changing light bulbs and strips, fuses, plugs, unblocking drains, minor joinery etc)
- Setup rooms, undertake portage duties and move furniture and equipment (in keeping with manual handling guidance)
- Carry out planned and ad-hoc cleaning duties within the building and to equipment located throughout the site
- To carry out regular clearance of waste bins providing new lining sacks as required within the designated working areas.
- To remove and dispose of identified items as directed
- Replenish janitorial & cleaning supplies daily for soap, toilet rolls, paper towels etc.
- Assist in ordering, storage and keeping secure cleaning and maintenance supplies
- To ensure the safe storage of all chemicals and cleaning consumables.
- To report all accidents and incidents as appropriate.
- To act as Fire Marshal if required, to ensure the safe evacuation of the premises in the event of an emergency.
- Ensure good working relationships

- Liaise with maintenance contractors (including grounds maintenance), monitor their activities, and report any concerns to the Facilities Management team.
- Ensure debris, leaves, snow, and ice are cleared to avoid potential hazards and ensure safe access to all areas of the site
- Undertake any other reasonable duties as requested by your line manager
- Monitor the observance of H&S policies and procedures regarding the building and grounds and assist with risk assessment.
- Comply with policies and procedures relating to child protection, H&S, data protection, equal opportunities, resource management and employment
- To support on-site events
- Maintain confidentiality, always
- Contribute to the overall ethos, aims and reputation of the site.
- To be on a 5 days out of 7 rota, including some weekends, on a rota basis
- Undertake training and development as required and use your own expertise to assist, where appropriate and necessary, with the training and development of fellow employees
- The jobholder may be required to undertake other duties as required provided such duties are within the competence of the employees. This will include for jobs up to and including those in the same grade. Employees are required to accept any training to facilitate the undertaking of duties for jobs up to and including their own grade.

The duties may vary from time to time without changing the nature of the post or the level of responsibility, and the post holder may also be required to carry out any other duties appropriate to the grading of the post.

About You

Your essential qualifications

- Experience in cleaning and/or caretaking operations across a range of buildings

Your essential skills, knowledge and experience

- Full driving licence and access to a vehicle
- Ability to work on own initiative and unsupervised.
- Ability to undertake simple maintenance tasks, or the willingness to learn
- Ability to plan and prioritise personal workloads.
- Excellent organiser of resources.
- Basic maintenance skills
- Attention to detail and commitment to providing a high-quality service.
- The ability to think and communicate clearly orally and in writing.
- Demonstrate a strong understanding of and commitment to the principles of equality and diversity.
- A commitment to customer and staff care.
- The ability to work under pressure.
- The ability to work flexible hours.

If you have the following experience or qualifications – then that's great!

- Previous supervisory experience
- Experience working within Facilities Management
- Experience of working in a local government environment
- First aid qualification

Our employees' skills, experience and knowledge are essential to our success along with their happiness, commitment, enthusiasm and motivation to be the best they can be.

What can you expect from us?

- A fair salary and benefits
- Opportunities for good health and wellbeing
- Help you to grow, develop and to do your best
- Enable you to be creative and innovative
- Fully involve you in changes that affect you and your work
- Listen, and act on your ideas and feedback

Working together, we are proud to work for Tameside

Our **STRIVE** values underpin our practice and behaviours and are at the heart of everything that we do:

