

JOB DESCRIPTION - MAINTENANCE /GARDEN WORKER

Responsible to: Registered Manager or other senior member of staff directed by the registered manager.

Purpose of Position: To maintain the day to day physical structure of the Home, fabric and equipment, in liaison with the Registered Manager.

To keep the Home grounds in a neat and tidy state including cutting the lawns.

Values: To promote and adhere to the Greensleeves Care -Workplace values of respect, openness and responsibility.

Principal Responsibilities

- Carry out minor repairs to equipment and fabric within the Home.
- Maintain paint-work to a satisfactory standard both internal and external as directed
- Complete decorating tasks as directed.
- Clean windows as required.
- Clean heavy kitchen equipment - cooker hoods, extractor etc.
- Cleaning out grease trap.
- Stock control and ordering of cleaning materials.
- Move furniture as requested.
- Replace light-bulbs when necessary.
- Clean carpets as requested.
- Carry out annual testing of all portable electrical equipment as required, keeping records of test findings and informing the Manager of any problems identified. (Once qualified)
- Test Fire Equipment as required.
- Ensure that all the Health & Safety at Work records required and any subsequent relevant legislation are maintained accurately, and are up to date. To have these available for inspection by the Inspection Officer or anyone appointed by Greensleeves Care to see them.

- Participate in training and support meetings as required.
- Adhere to policies and procedures within the Home and Greensleeves Care.
- Clean out guttering and sweep outside drives.
- Making ready wheeled dustbins for emptying and returning them to the designated area.
Periodic cleaning of bins as necessary.
- Carry out gardening as required to keep the grounds tidy and accessible for residents.
- Maintain all the garden equipment and schedule service arrangements as necessary.

In addition to the duties and responsibilities listed; the job holder is required to perform other duties assigned by the manager from time to time.

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Post Holders Signature _____ Date Signed _____

Line Managers Signature _____ Date Signed _____