

JOB DESCRIPTION - Maintenance Worker

Responsible to: Registered Manager

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

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

Principal Responsibilities

- Maintain up-to- date estates, facilities, security and fire safety.
- Maintain paint-work to a satisfactory standard both internal and external as directed.
- Carry out annual PAT testing 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.
- Ensure that all equipment used is in full, safe working order, immediately reporting and/ or resolving any faults as appropriate.
- Assist with stock control and ordering of products and materials as directed by the Home Manager.
- 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.
- Arrange external contractors to carry out specialist works at the home as directed by the Home Manager or Property Manager.

- To respect and maintain confidentiality of resident's personal information at all times, including their right to privacy, dignity and choice.
- To act at all times in a professional manner to visitors, staff and residents within the Home.
- To participate in an annual appraisal with line manager to determine a personal development plan.
- To drive the Homes' minibuses as required
- Be able to carry out any other necessary duties as agreed with management team.
- The post holder must be able to work flexibly as determined by business requirements, including weekend working on a rota basis, call outs or other.

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 _____