

Mary Fielding Guild

Position:	Care Taker
Responsible to:	Maintenance Manager
Dotted reporting lines to:	Director Registered Manager
Significant Relationship:	Residents Department Heads Contractors

Job purpose:

To assist in the smooth running of the Guild by providing day to day maintenance of the building and contents.

Principle Responsibilities

- To keep the Maintenance Manager informed of all faults/breakdowns discovered and to discuss action to be taken
- To keep up to date with the layout of stopcocks, fuse boxes, gas meters, door bells, etc.
- To assist as required in preparing public rooms for functions
- To assist as required in moving furniture, etc. within the Guild, and hanging pictures etc. when residents move in
- To be responsible for the general oversight of the boilers and central heating system
- To check the buildings and gates frequently, both internally and externally, for faults or damage
- To effect minor general repairs, e.g. faulty tap washers and blown fuses, replacement of light bulbs etc.
- In an emergency to take whatever steps you are capable of, without risk to yourself, either to remedy the fault or reduce the possible damage, and call in professional help as required outside normal office hours if on site
- To keep drains both internally and externally free from debris
- To wash down internal walls and assist with other occasional extra cleaning
- To keep the tarmac areas outside the Guild swept and clean, and any other small outdoor maintenance tasks as may prove necessary
- To assist with the proper disposal of rubbish from the Guild
- To test the fire alarm system at a time to be approved by the Director

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- To be available to assist outside contractors who may need access to residents' rooms or other directions
- To cooperate with and maintain good working relationships with other staff members
- To work in such a way as to respect the privacy of the Guild's residents
- To be willing to undertake any training as may be necessary to comply with current Health & Safety legislation and Guild procedures
- To carry out any other tasks as may prove necessary for the wellbeing of the Guild and its residents, within the scope of competence and Health & Safety legislation

Terms & Conditions – for information only

Salary: £20,000 (£12,000 pro rata 0.6 FTE)

Hours: 9 am – 5 pm three days per week. The days are negotiable between Monday - Friday. Emergency call outs may be required and will be paid at an enhanced rate.

Holidays: 20 days, increasing on an incremental basis relating to service + paid English bank or public holidays.