

## CAREY GARDENS CO-OPERATIVE LIMITED

### JOB DESCRIPTION

<b>Post:</b>	Cleaner caretaker
<b>Responsible to:</b>	Housing Co-operative Manager
<b>Salary:</b>	£21,367.50 per annum
<b>Hours:</b>	35 Hours per Week
<b>Objectives of post:</b>	To provide a high quality day to day estate cleaning service on Carey Gardens Estate and to assist the Co-operative with general caretaker duties as directed by the Manager.

---

### Specific tasks and responsibilities

1. Carry out general cleaning duties-
  - Block cleaning including sweeping, washing and mopping stairwells. Cleaning chute rooms, unblocking chutes. Cleaning bin rooms and keeping clear of rubbish. Polishing door entrances and glass to blocks.
  - Estate cleaning including sweeping pathways. Removing bulk rubbish, picking up litter. Removing any graffiti, and inspecting the common areas to ensure they are safe and tidy.
  - Specialist cleaning – will undertake deep cleans and other specialist cleaning as directed by the manager.
2. Carry out minor repairs. These include changing light bulbs, making safe broken glass. This may include basic repair and decoration tasks as directed by the Manager.
3. Undertake programmed health and safety inspections of all common parts including keeping records as required and reporting any works as required. Ensure that works identified in the Fire Risk Assessments are undertaken.
4. Daily patrol the area and report any repairs that may need doing and to discourage crime, vandalism and graffiti.

5. Be responsible for the safe storage of cleaning/maintenance/consumable materials keeping an inventory and restocking as necessary.
6. Responsible for the periodic Health and Safety checks of internal communal areas and the external areas of the estate.
7. Report any emergency situations to the Co operative Manager or in their absence another member of the Co operative staff without delay.
8. Report any incidents of anti social or nuisance behaviour to the Co operative Manager.
9. To ensure that your line manager is made aware and kept fully informed of any concerns which you may have in relation to the safeguarding of children and vulnerable adults.
10. Ensure that all the above tasks are carried out in accordance with the equal opportunities policy of the Co op.
11. Any other duties which could reasonably be expected of the postholder.

*This job description is not intended to be an exhaustive or final statement of the duties required of any particular post holder. Any proposal to change the job description will first be the subject of consultation with the post holder, who may seek advice on the matter.*

## **Cleaner Caretaker Person Specification**

### **EXPERIENCE**

- Experience of working with the public.
- Working knowledge of cleaning machinery and their operation / service requirements
- Regular physical moving and handling

### **SKILLS/ ABILITY**

- Ability to prioritise work
- Ability to cope with pressure and stressful situations.
- Ability to prioritise and manage time to meet job requirements and residents priorities
- Awareness of and the ability to use information and communications technology i.e. radio
- Ability to manage usage and ordering of cleaning supplies
- Receive and organise orders from suppliers
- Induction of temporary staff as required
- Assist with emergency situations

### **ATTITUDE**

- A commitment to providing a high level of service to tenants and leaseholders.
- A flexible approach and the ability to work as part of a team.

### **EQUAL OPPORTUNITIES**

- An informed understanding of equal opportunities and a commitment to their promotion.