



JOB DESCRIPTION

JOB TITLE: Caretaker – Deane Road Campus

Sector/Section: **Facilities**

Grade: **Caretaker**

Directly responsible to: **Facilities & Health and Safety Manager**

PURPOSE OF JOB:

- Under the general direction of the **Facilities & Health and Safety Manager**
- Caretaking/Security of the centre buildings and grounds.
- Minor maintenance of the centre premises, internal fixtures, fittings and furniture within your knowledge and skills.
- Ensuring that standards of safety, cleanliness and tidiness are maintained and monitored through the centre and grounds.
- As nominated key holder you will respond to emergency call outs in the event of fire damage, burglary, floods etc., if required.
- This is a shift based role and weekend working will be required from time to time to meet the needs of the business.
- Undertake daily routine maintenance checks.
- Deal with any Fire Alarm Activations if required working with the Duty Principal.

MAIN RESPONSIBILITIES AND DUTIES:

- Opening and closing of the centre building at times determined by the corporation/SMT including ensuring that the fire and intruder alarm systems are fully operational.
- Patrols of the interior and exterior of the centre premises at regular intervals throughout the shift.
- Undertake daily routine maintenance visual checks to include the following, Checking of plant on roof ensuring building plant is up and running and reporting to the FM Helpdesk of any faults.

- Carry out weekly Fire Alarm Testing complete relevant documentation and report faults to Facilities office/H&S Manager.
- Carry out weekly "Little Outlet Checks" in relation to Legionella safety, complete register and report any concerns to FM office/H&S Manager.
- Obtain weekly meter readings for Gas, Electric and Water, complete documentation and report to FM office/H&S Manager.
- Undertake maintenance investigations to fault reports from FM Office/H&S Manager and undertake any minor maintenance duties which are within your capabilities and professional knowledge, skills and training. Report back to FM Office/H&S Manager for further assistance from external contractors when required.
- Undertaking maintenance tasks which includes repairing door handles, furniture, plumbing etc.
- Assist with external contractors on site with familiarisation of site, plant, services.
- Carry out emergency spot cleaning when required which may be necessary to maintain hygienic and health & safety standards.
- Convey waste produce to the appropriate central refuse area(s) as required. Put out and bring in dustbins in conjunction with waste collection days.
- Movement of furniture and equipment round the centre.
- Set up of rooms for events and functions as required.
- Undertake washroom facilities/toilet audits termly to ensure safe environment, to maintain a high standard of safety & cleanliness.
- Remove debris and leaves from traps, downpipes, waste pipes etc and ensuring that drains and manholes are clean and operational.
- Ensuring that waste pipes to all lavatory basins and sinks are cleared and clean.
- Ensuring the safe storage of any flammable/toxic substances on site.
- Clean all windows/glass surfaces, which are not cleaned by, contract window cleaners.
- Sweep and clear car park areas to ensure they are always kept free from glass and other hazardous debris.
- Litter picking from all centre grounds/areas as and when required.
- Clean light fittings/shades within safe working height as and when required.
- Carry out regular check of all firefighting equipment within College to ensure it is in good operational use, and report any defects to FM Office/H&S Manager.
- This is not an exhaustive list and related duties may be added/amended at the discretion of the Facilities & Health and Safety Manager, to meet the needs of the centre.
- The post holder may be required in pursuance of their duties to perform services not only for the Corporation but also for any subsidiary.

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- Any other duties commensurate with the skills, knowledge and experience of the post holder as may be required from time to time by the College.
- The post holder will be expected to work flexibly and efficiently, to maintain the highest professional standards and to promote and implement the policies of the Corporation.
- The post holder will be expected to comply with any rules and regulations which the Corporation may from time to time issue to ensure the efficient operation of its business and the welfare and interests of its students and employees.
- Must be willing to undertake appropriate training and staff development.
- Will be required to undertake First Aid duties.
- To be fully aware of and comply and promote all the Colleges policies, including Financial Regulations.
- In carrying out their duties the appointee must comply with Health and Safety Regulations and their responsibilities within the Health and Safety Policy and be aware of the College statement on Health and Safety.
- Bolton College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
- Commitment to the principles of valuing diversity and equal opportunities.

Flexible Working

Whilst this particular position is normally located at Deane Road, the support services within the College are operated on a flexible basis and staff may be required to give support in all areas of the College, as and when required by Management, with due regard being given to their specialism. The post holder may be required to travel to other College sites.

Working Hours

You will be expected to 37 hours per week over 2 shift patterns am and pm.

Your pattern of work may vary from time to time to meet the needs of the business; this will include Saturdays to cover events, functions and supervision of contractors. This may also include Sundays.

Alternating of shift patterns will be required from time to time to cover for sickness, holidays and other absences.

Probation

The post holder, if a new employee of the College will be subject to a 9 month probation period, during which the suitability of the post holder for the position will be assessed. The Corporation reserves the right to extend the probation period if circumstances so require it. During the probation period, the employment may be terminated – refer to contract of employment for further details.

Training and Appraisal

The College wishes to encourage support staff to increase their skills and qualifications, for the benefit of the individual and the College. The post holder may therefore, at the discretion of the management, be required to undertake training and development appropriate to present and future needs of the College.

All staff will be required to participate in the College's Appraisal Scheme.

JOB DESCRIPTION PREPARED BY: Facilities & Health and Safety Manager

DATE: January 2019