

## **JOB DESCRIPTION**

<b>Post title:</b>	Part time Caretaker
<b>Responsible to:</b>	Facilities Manager
<b>Hours of Work:</b>	21 hours per week
<b>Location:</b>	Treetops Hospice, Derby Road, Risley, Derbyshire DE72 3SS

### **1. Overall Purpose of the Role**

- 1.1.1 To provide support for the Facilities team by carrying out caretaking/maintenance duties as agreed with the Facilities Manager.
- 1.1.2 To support service delivery by ensuring facilities and equipment are maintained and fit for use.

### **2. Main Tasks**

- 2.1 To assist with monitoring the condition of the campus and buildings and report any repairs and renewals which are needed.
- 2.2 To assist in the delivery of a planned preventative maintenance programme and carry out basic maintenance tasks.
- 2.3 To maintain a safe and tidy working environment throughout the hospice campus. This includes clearing, salting and gritting in snowy/icy conditions.
- 2.4 Be responsible for the cleanliness of hospice vehicles, inside and out and refuel them as required.
- 2.5 Carry out and log daily and weekly vehicle checks, reporting any vehicle defects, faults, incidents and accidents; ensure the vehicles are roadworthy.
- 2.6 To attend any meetings such as review meetings with your line manager, team meetings and the quarterly Staff Meeting as needed and available.

### **3. Other Tasks**

- 3.1 To adhere to Treetops Hospice health and safety procedures and regularly update and maintain your knowledge of safety rules, fire drills, and internal security and accident procedures.

The post holder will work 21 hours a week to cover no more than 3 shifts.

The above outlines the duties required for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility.

The post holder will contribute positively to a harmonious and collaborative working environment.