

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation: **Caretaker**

Grade: **Scale 3**

Reports to: **Caretaking Team Manager**

Grade: **SO2 – PO1**

Directorate: **Housing**

Section: **Environment**

Main Purpose of the job:

To work flexibly and collaboratively to take care of the internal and external cleaning of an estate, block or designated area.

Summary of Responsibilities and Personal Duties:

- Sweep and clean all internal and external areas on a scheduled and a reactive basis, including the safe use of appropriate equipment, chemicals, and materials.
- Remove fly-tipping, lumber or other bulky items, from communal areas and dwellings to an appropriate area, including loading vehicles and if appropriate, driving to a disposal site.
- Carry out systematic checks on a scheduled or reactive basis, and 'sorting or reporting' problems, including but not limited to chutes, litter bins, communal lighting, fire safety hazards and communal repairs
- Request and monitor repairs to communal areas, using appropriate means or as identified by managers or supervisors
- Identify and report any welfare or safeguarding concerns about vulnerable residents
- Identify and report nuisance, anti-social behaviour or criminal behaviour and provide evidence to support enforcement action – including the provision of information on individuals, actively looking for evidence as required, and providing witness statements
- Look after and use appropriate uniform, personal protective equipment and devices relevant to your role including mobile phones and personal safety devices.
- Ensure high quality outcomes across all task, including the compliance with and standards or systems required
- Carry out any other tasks, commensurate with the grade, which managers identify.
- There may be opportunities to work at weekends on a rota basis.

Generic responsibilities:

- Maintain excellent customer service in all areas of work
- Take responsibility for own learning and development
- Comply with all Lewisham Council policies, including contractual standing orders, financial regulations and all HR policies and procedures including Health & Safety and Equality & Diversity
- Engage with colleagues and management to support the delivery of excellent services for the benefit of our residents and stakeholders

Internal Contacts: Various departments within the Council.

To carry out the duties of the post with due regard to the Council's relevant codes and procedures.

All employees are required to participate in Appraisal and Performance Management processes and to undertake appropriate training and development, including mandatory induction training, identified to enhance their work.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder.

**THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET
THE CHANGING NEEDS OF THE SERVICE.**

Number of fully managed staff: None

Number of partially managed staff: None

PERSON SPECIFICATION

JOB TITLE: Caretaker

POST NO:

DEPARTMENT: Environment

GRADE: Scale 3

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting. Categories marked as 'D' are desirable.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

Equality & Diversity

- Awareness of and a commitment to Equality of Access and Opportunity in a diverse community.....**S**
- Understanding of how equality and diversity relates to this post.....**S**

Skill

- A clean, full manual UK/EU driver's licence.....**S**

Experience

- Able to prioritise work to ensure service guarantees schedules and standards are met....**S**

General Education

- Must be literate and numerate.....**S**

Personal Qualities

- Organises own work with minimal supervision.....**S**
- Doesn't walk by a potential safety hazard – reports it or takes action appropriately.....**S**
- Takes responsibility for own safety and creating a safe working environment.....**S**
- Consults, listens and shows empathy to others.....**S**
- Proactive in solving problems and involving others where necessary.....**S**
- Aptitude and willingness to learn new skills.....**S**

Physical

- Must be fit to carry out physical work including some heavy lifting on a daily basis.....**S**

DBS Disclosure Required? **No** **Basic** **Enhanced**