



Job description and Person Specification for Caretaker

Job Title:	Caretaker/General Maintenance
Reports to:	CEO
Working Hours:	Part-time, 15 hours per week
Salary:	£11 per hour (£22,880 pro-rata)

The Charity, Young People and Children First (YPACF) provides accommodation, emotional and practical support to 16-25 year olds, who are care leavers or homeless. YPACF bridges the gap from foster care to independence, so our young people can lead full, happy and independent lives.

YPACF currently have three family sized homes in Thatcham. We are looking for an enthusiastic, kind and capable caretaker/maintenance person to look after our three houses and be part of our wonderful team.

Job Overview

To ensure internal and external YPACF properties are fully functional, Health & Safety compliant, and aesthetically pleasing.

Principle Responsibilities

Tasks will include but are not limited to:

- Carry out minor/simple repairs e.g. minor plumbing, changing light bulbs unblocking drains
- Carry out redecoration works as required or on an opportunity basis
- Assist with furniture moves / white goods / portage tasks as required
- Carry out minor fixing works i.e. coat hooks, noticeboards and door hanging
- Carry out garden maintenance as required
- To carry out planned cleaning duties to buildings and equipment
- To assist on deep cleaning i.e. carpet cleaning as required
- To be responsible for the preventative planned maintenance programme
- To be responsible for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs
- Identifying potential maintenance issues and reporting these in a timely manner, to maintain a safe environment
- To oversee and monitor the electrical testing of portable electrical appliances and to maintain the appropriate records
- Monitor fire safety equipment and carry out Fire Assessments
- Comply with health and safety policies and procedures at all times



- Liaise with Office Manager and attend Property meetings as required
- Coordinate and liaise with a range of internal and external contacts including suppliers and contractors
- Work alongside, coordinate and supervise property volunteer.

General

All staff are required to:

- Uphold the organisation's policies and procedures and statutory requirements, ensuring effective implementation in all aspects of their work
- Be proactive, bring ideas, suggestions and contribute to business improvement
- Undertake training as required
- Attend staff and team meetings as required
- Observe health and safety procedures in the workplace to ensure personal safety and to safeguard the interests and safety of all using/working/visiting the organisation
- Undertake other duties and responsibilities as appropriate since all staff are expected to work flexibly within their skills level to respond to changing priorities and make sure the needs of the young people and business objectives are met.

The duties and responsibilities outlined in this job description are liable to change to meet the needs of the business. The Chief Executive Officer will discuss and agree any significant changes that arise.

Person Specification

Skills and experience:

- Previous experience in a similar caretaking or maintenance role
- Ability to identify and/or carry out minor repairs
- An understanding of basic health and safety in the work place
- Practical experience in operating hand tools and light machinery
- Ability to work on own initiative and as part of a team.

Essential:

- Current driving license
- Agree to a full Enhanced DBS (Disclosure and Barring) to be carried out
- Willingness to participate in development and training opportunities