

Guernsey Housing Association

Job Title: Caretaker – part-time

Reporting to: Maintenance Inspector



Job Description

1. Job Purpose

The Caretaker will undertake regular cleansing, repairs, preventative maintenance and provide general assistance based at one of our Guernsey Housing Association Extra Care developments.

In addition the Caretaker will provide help and support to GHA Maintenance staff and supporting tenants and staff at the properties. He/she will be responsible for carrying out repairs of a non-specialist nature, improvements, clearance and inspections.

A small part of the role is office based, answering emails and completing paperwork.

2. Main Duties and Responsibilities

Carry out regular cleansing, planned maintenance, checks and testing of, but not limited to; fire alarm call point tests; fire doors checks; emergency lighting checks; Tunstall checks; gullies, gutter and drainage clearance and checks; access systems testing; legionella controls including flushing; fishpond and glasshouse safety checks and cleaning, filter changes and checks of Mechanical Ventilation and Heat Recovery systems. To co-ordinate with the GHA Maintenance team and develop a good working relationship with tenants and third parties.

Cleansing:

- Regular removal of refuse from internal bin stores to external store
- Removal of fly tipped items and litter pick in communal areas
- Ad hoc vacuuming of communal areas as required
- Wet cleansing of internal bin stores, service cupboards and other areas as necessary
- Ad hoc cleaning in communal areas including W/Cs due to accidents and spillages
- Monitor condition of the estate and check properties are kept clean and tidy, reporting any issues to the Maintenance Inspector for further investigation.

Maintenance:

- Carry out responsive repairs and maintenance tasks as instructed by the authorised Maintenance personnel.
- Assist with planned maintenance work and improvements to GHA properties.
- Provide tenants with advice relating to home maintenance and operation of home heating and hot water systems.
- Refer to the Maintenance Inspector any repairs that are more serious than initially expected.
- Ensure work is carried out to a good standard, on time, with the minimum amount of disruption to GHA's tenants and staff.
- Liaise with the office staff on a daily basis and attend weekly meetings

Planned Preventative Checking

- Weekly call point testing for fire alarms
- Emergency lighting testing
- Warden call system testing
- Door entry battery checks
- Door closure checks and maintenance
- Water flushing for legionella prevention

Other

- The moving of furniture including set up and dismantling of profile bed when requested
- Complete paperwork pertaining to tasks completed and notifications to tenants
- Issuing of parking tickets on GHA grounds.
- Letter drops to tenants
- Assist Maintenance Technicians and other maintenance staff when requested
- Work with the Housing Officer and Assistant when requested
- Maintain a stock of consumables and common parts, ensuring stocks are kept up to date.
- Complete paperwork on a timely basis and check and respond to emails daily.
- To participate in the 'out of hours' rota. This will require being on call for a seven day period, generally one week in four, but may also require additional cover for holidays etc. This may, depending upon the nature of the call, require attendance.

3. General

- Provide the highest quality service incorporating best standards and practice and work to continually improve standards, promoting the Association to its customers and contacts.
- Keep abreast of developments and legislation relating to maintenance and servicing and make recommendations on practical implementation. Ensure the Association fulfils all its legal and statutory obligations in health and safety, and maintenance of its homes.
- Maintain an active interest in current technical developments relating to building maintenance and associated work, to achieve the highest standards of service and value for money.
- Undertake any other duties that may be reasonably be required by your Manager.
- Willingness to attend training courses relevant to the post, on or off the island.
- Ensure the Associations' policies and procedures are fully implemented relating to equal opportunities, customer care and health and safety.

4. Supervisory

None at present

5. Principal contacts

- Tenants / Residents / Partial Owners
- Extra Care Scheme staff
- GHA Staff
- Suppliers and Contractors