



## **JOB DESCRIPTION**

**Job Title:** Maintenance Person

**Responsible to:** Home Manager/Operations Manager

### **Job Summary:**

- ❑ To maintain the home in a good state of repair in line with current legislation and following all Health and Safety Guidelines and Fire Safety Guidelines.
- ❑ To be competent in First Aid and P.A.T testing and attend all Mandatory Training.
- ❑ If applicable to be responsible for the minibus and all outings in line with new company policies (June 2008)

### **Duties and responsibilities:**

- ❑ Paint and decorate as and when required.
- ❑ To undertake repairs if within your competency.
- ❑ Check electrical appliances with home appliance tester or arrange for Company tester to complete checks.
- ❑ Read maintenance book on arrival and do urgent jobs immediately. Sign and date jobs as completed.
- ❑ Each month check all fire extinguishers are in place and test emergency lighting and record in fire book.
- ❑ Check fire equipment as required by legislation.
- ❑ To do any other maintenance or building work as agreed with the Manager and Mr Notaro.
- ❑ To undertake any other reasonable duties requested.
- ❑ To undertake training identified as appropriate by your manager.
- ❑ To attend staff meetings and 1:1 supervision sessions as directed.
- ❑ To be aware of Company policies and procedures.
- ❑ Care for your own health, safety and welfare as well as that of others.
- ❑ Co-operate with your employer.

- ❑ Reporting accidents, injuries, dangerous occurrences, near misses, hazards and risks to seniors whose responsibility it is to act upon such information to reduce the risk of accidents,
- ❑ To check and record water temperatures outlets weekly.
- ❑ To report any incidents or allegations of abuse in line with Safeguarding Vulnerable Adult Policies
- ❑ To promote anti-discriminatory practice throughout you work
- ❑ To promote and maintain equality and diversity throughout the company

**This job description is not intended to be an exhaustive and final list of duties. It will be reviewed periodically in line with the needs of the business.**

I acknowledge the receipt of the above job description: -

Name: ..... Signature: .....

Date: .....

Once signed, kindly return to the Home Administrator.

One copy will be retained in your personnel file and the other is for your personal reference.

Revised June 2008/CBa