

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Handyperson</b>
<b>RESPONSIBLE TO:</b>	Scheme Manager / Deputy (if applicable)
<b>RESPONSIBLE FOR:</b>	N/A
<b>JOB PURPOSE:</b>	General maintenance and cleaning within communal areas and flats as directed.

## **MAIN DUTIES AND RESPONSIBILITIES**

1. Undertake minor repair and maintenance jobs as directed by the Resident Scheme Manager.
2. Undertake regular lighting checks and change light bulbs as required.
3. Cleaning refuse bins and external areas.
4. Path clearance and salting as required during periods of snow and ice.
5. Routine maintenance of windows (not cleaning), garage doors, bin store doors and gates (as applicable).
6. Maintenance and cleaning of gardening and cleaning equipment and of any tools belonging to the Association.

## **GENERAL**

1. To ensure confidentiality of all information dealt with and operate in accordance with THA's confidentiality policy.
2. To uphold and promote all aspects of THA's Equality and Diversity Strategy.
3. To adhere to THA's Health & Safety Policy and procedures.
4. To attend any training courses as may be required.
5. To carry out any duties consistent with the job purpose which may be required from time to time.

*Note: The Association reserves the right to amend this job description as necessary, after consultation with the postholder, to reflect changes in the job.*