

JOB DESCRIPTION

JOB TITLE:	Caretaker – Romaleyn Gardens
RESPONSIBLE TO:	Scheme Manager and Deputy Scheme Manager
RESPONSIBLE FOR:	N/A
JOB PURPOSE:	General maintenance and cleaning within communal areas and flats as directed.

MAIN DUTIES AND RESPONSIBILITIES

1. Cleaning internal and external communal areas and refuse bins as required.
2. Undertake minor repair and maintenance jobs as directed.
3. Undertake regular lighting checks and change light bulbs as required.
4. Carry out rubbish disposal as directed.
5. To use all cleaning materials and equipment in a safe and economic manner and ensure that they are stored securely when not in use.
6. Path clearance and salting as required during periods of snow and ice.
7. Routine maintenance of windows (not cleaning), bin store doors and gates (as applicable).
8. Maintenance and cleaning of scheme 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, and provisions of the Food Safety Act 1990 (where applicable).
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.