



Cleaner / Caretaker

Job Purpose

To provide an efficient and effective cleaning and caretaking support service to the tenants and building users at Fife Sensory Impairment Centre

Main Responsibilities

General

- Ensure buildings are opened at the prescribed times and that they are secured at the end of the day. Co-operating with all appropriate personnel and agencies in maintaining the security of premises.
- Undertake prescribed cleaning procedures as directed by Centre Management, ensuring spillages are dealt with appropriately.
- Be fully familiar with and capable of implementing as necessary, evacuation procedures in the event of an emergency.
- Provide relevant information to and follow advice from our outsourced Health and Safety Service provider.
- Keep fire escape doors, corridors and stairways in good order and free from obstructions.
- Ensure maintenance and safe use of equipment used e.g. trolley, stepladders, protective clothing, etc.
- Take a proactive approach to facilities issues to ensure that a safe, pleasant and smart workplace is maintained.
- Ensure compliance with our security arrangements, including the patrolling and monitoring of premises and public areas.
- Ensure adequate supplies of cleaning materials are maintained and ordered as necessary.
- Deputise for the Facilities Assistant when on leave, or for illness absence.

Security and Maintenance Checks

- Responding to emergency call-outs in accordance with established procedures, including attending at the location, contacting appropriate authorities and management team, inspecting for damage and theft, effecting repair and where necessary, liaising with contractors / emergency services on site.
- Undertake fire alarm tests and equipment checks in accordance with the building fire certificate and keep accurate and timely records of all fire system tests and maintenance.
- Refer property repairs to Facilities Assistant and Corporate Services Manager as appropriate.

External Works

- Keep grounds free of litter as required.
- Sweep car park areas; keep free of leaves and debris.
- Take a proactive approach to grounds issues to ensure that safe, pleasant, smart grounds are maintained.

General

- Any other duties as directed by Line Management

This job overview does not present an exhaustive list of activities. There is a requirement for the post holder to undertake activities other than those listed commensurate with the grade and level of responsibility attached to the role.

Education and Experience

To be considered for this position you should demonstrate your ability through a high level of practical skills, along with the knowledge and understanding of the workings of a multi-user service in one location. Prior experience in a related role is essential.

Special Conditions

The postholder will require to be mobile and willing to work flexibly to accommodate Centre opening hours. Prior to confirming appointment the postholder will be required to undertake an enhanced criminal records check through Disclosure Scotland.

Skills and Abilities

To be considered for this role you should demonstrate possession of the qualities and skills detailed in the attached Person Specification.

Salary

This post attracts a salary of £12,654 per annum, pro rata, rising to £15,414 via annual increments. A contributory pension scheme is available.

Hours of Work

Your basic weekly hours are between 15 hours and 20 hours per week, ordinarily worked between 5pm and 8pm, Monday to Friday. An element of flexibility in the movement of these hours would be required on occasion to meet Centre needs and to cover early morning cleaning duties on a relief basis.

Employment Status

This post is permanent subject to completion of a three month probationary period.

Supervision Received

You will be responsible to the Corporate Services Manager.

The Selection Process

The closing date for applications for this post is 18th June 2010. All applications should be returned to the Corporate Services Manger, Fife Society for the Blind, Wilson Avenue, Kirkcaldy, KY2 5EF by this date.

Once completed applications are received, short listing will take place. Short listing is carefully undertaken by assessing the information provided on the application forms against the requirements set out above and within the person specification enclosed. It is important, therefore, for you to complete the application form fully and carefully, ensuring that you provide **evidence** of your knowledge, skills and experience against those detailed.

During the interview you will be asked a number of questions relating to the criteria for the selection for the job, which are detailed above and within the Person Specification.

Person Specification Cleaner / Caretaker

SJC Scale 5 - 11

Attributes	Essential	Desirable
Experience	Prior experience working in a similar role	
Education, Qualifications and Training	A general level of education Full UK Driving Licence	Health and Safety at work awareness / certification
Skills, Abilities and Knowledge	Time management and organisational skills Rational / methodical approach to problem solving Ability to multi task Ability to work on own initiative, with minimum supervision	Good written communication skills
Interpersonal and Social Skills	Willingness to embrace Society Mission and Values Ability to relate to volunteers and service users	