

JOB DESCRIPTION - MAINTENANCE OPERATIVE

Responsible to: Registered Manager

Purpose of Position: To provide a high-quality maintenance repair service for day to day maintenance of the fabric of the building, its services, and grounds, ensuring the home is maintained in a safe and efficient functional order.

To organise and liaise with external contractors and the Property Team as necessary to manage larger maintenance or special projects and to oversee the general health and safety of the building on a day to day basis with the support of the management team and Health and Safety Manager.

Values: To promote and adhere to the Greensleeves Care workplace values of respect, openness and responsibility.

Principle Responsibilities

Maintenance and repair

- Carry out minor repairs to buildings, furniture, fixtures and equipment, minor plumbing and carpentry within the home as required, liaise with the Property Advisor and external contractors for more specialised repairs or projects.
- Undertake painting & decoration of the internal and external fabric to a good standard as agreed with the Home Manager.
- Maintain a Maintenance reporting system in which defects are recorded by colleagues and to use this system to affect repairs/replacements daily.
- Ensure that daily/weekly/monthly fire checks are completed which includes testing the fire alarm system, emergency lighting, checking fire extinguishers, fire doors and record findings. Ensure the appropriate remedial action is taken (i.e., contact service company) and ensure the Home Manager is informed.
- Ensure records of internal checks, maintenance and service records are completed and correctly filed in the appropriate folders.

General Health and Safety

- Assist with the induction and training of colleagues, e.g., fire familiarisation, operation of emergency exits, fire points and evacuation procedures.
- Participate support to lead fire drills and exercises.
- Ensure hot & cold-water system checks are carried out, maintained, and recorded in accordance with the water safety policy.
- Undertake checks of external paths, lighting, emergency stairs (where installed), gates, furniture etc., ensuring a good state of repair and in a safe condition.
- Attend all Health & Safety training related to the job role, both on, or off site.

- Carry out inspection & testing of portable appliances (once trained) annually, maintain records, and inform the Home Manager of any unsafe findings.
- Carry out checks of wheelchairs, rollators, walking frames, beds and accessories etc., ensure records are kept.
- Ensure all tools & equipment are secured and maintained at all times.
- Liaise with specialist contractors attending the home to carry out work when required, ensuring that the safety of residents and colleagues is not impeded.
- Ensure plant rooms are in a tidy, safe condition, free from fire risk, and secured to prevent unauthorised access.
- Ensure residents' rooms, colleagues and communal areas are maintained and in a safe condition.
- Report and act on any known defects to appliances, damaged furniture, equipment, and any other potential hazards to the Home Manager.

General Care Home Ground Maintenance

- Carry out general gardening tasks, ensure outbuildings, storage sheds etc. are tidy, safe, and secure.
- Clear snow, and leaves from driveways, paths, external fire escapes and any external areas which residents, visitors and colleagues have access.

Other

- Assisting with driving the home's minibus, or similar vehicles, for resident outings, collections etc. as requested by the Home Manager.
- Assist the Home Manager as required in extra planned activities and functions that take place throughout the year.
- Participate in colleague and residents' meetings as required.
- Be available for advice and or action in any emergencies which may arise out of hours to include weekends and bank holidays. Be prepared to attend the home for emergencies if requested by the Home Manager.

In addition to the duties and responsibilities listed; the job holder is required to perform other duties assigned by the manager from time to time.

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Post Holders Signature _____ Date Signed _____

Line Managers Signature _____ Date Signed _____