## Job description

### Structure information

Job title: Handyperson/Gardener

Reports to job title: Domestic Supervisor or Service Support Manager

Directorate: Homes & Adult Social Care

Division: Adult Social Care

Section: Wayfield Avenue Resource Centre

Job identification number (JIN): 4795

### Job purpose

* To contribute to the maintaining and cleaning of the internal and external environment of a busy resource centre to ensure areas remain clean, hygienic and safe and free from hazards to protect service users, staff and visitors.

### Principal accountabilities

1. Sweep all external path/walkways and carpark to keep area clear of any debris including leaves weeds, moss and hazards.
2. When needed, ensure entrance areas and carpark are gritted wherever possible to provide safe walking areas for service users, staff and visitors.
3. When needed, cut the grass at front and back of building and undertake general garden maintenance such as prunning and weeding
4. Ensure that garden furniture is safe for the continious use by service users and repaint as necessary
5. Undertake minor maintenace / handyperson tasks within the residential unit such as replacing curtain tracks, putting together flat pack furntiure, putting up shelving and the unblocking of drains, sinks and toilets where possible
6. Identify and assess buidling related maintenace that needs to be undertaken by external contractors.
7. Complete daily, weekly, monthly or quarterly tasks as directed to meet the health & safety requirement of a registered service such as weekly fire alarm testing,
8. Support the housekeeping team with the steam cleaning of the lifts and deep cleaning of bedrooms as required
9. Work with the housekeeping team to ensure high standards of cleanliness is maintained by undertaking general domestic duites.
10. Ensure all equipment being used is fit for purpose and recommend replacements when necessary.
11. Attend mandatory training and refresher courses as required, work flexibly to ensure that the needs of the service are met.

### Health and safety accountabilities

To co-operate in the implementation of the council Health and Safety policy and supporting standards, in particular, as set out in section 1 of the Health and Safety Policy and Management Standard.

### Diversity and inclusion accountabilities

Understand the council’s diversity and inclusion aims and strategies.

Take an active role in ensuring that equality, diversity, and inclusive outcomes are embedded in your work activities, communications and interactions with staff and customers.

Challenge or report incidents where inclusion and equality in practice has not been followed, including reporting discrimination, harassment and bullying to your manager or other senior colleague in your service.

### Note regarding duties

The list of duties in the job description are not exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties. The council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. Proposed changes would be subject to consultation.

## Person specification

### Structure information

Job title: Handyperson/Gardener

Reports to job title: Domestic Supervisor or Service Support Manager

Directorate: Homes & Adult Social Care

Division: Adult Social Care

Section: Wayfield Avenue Resource Centre

Job identification number (JIN): 4795

### Essential criteria

#### Job-related education, qualifications, and knowledge

* Knowledge of different machinery used for the job such as lawn mowers, strimmer’s and steam cleaners.
* Basic knowledge of health and safety legislation including COSHH, infection control, safe handling of loads, fire prevention.

#### Experience

* Experience of undertaking handyperson tasks and gardening – paid or voluntary
* Experience of using appropriate equipment for task being undertaken

#### Skills and abilities

* Ability to use a range of appropriate cleaning methods such as steam cleaning / carpet shampooing
* Ability to prioritise own work as well as work well as part of team
* Ability to refer more complex works that are needed to be done by contractors
* Ability to relate to the needs of vulnerable people
* Ability to communicate in a way that is inclusive & accessible
* Ability to be actively involved in continuous service improvement.

#### Health and safety knowledge

* Commitment to acquiring awareness and knowledge of Health and Safety policy and practice as it applies in their area of work.
* Ability to co-operate and adhere to Health and Safety Policy, practices, and instructions.

#### Diversity and inclusion

* Demonstrate a genuine commitment to the council’s values in relation to embracing diversity and provide a service based on fairness and inclusion.

#### Other requirements

* Ability to work flexibly to include weekends and bank holidays as required.