

Health for All (Leeds) Ltd

Caretaker / Cleaner

JOB DESCRIPTION

SALARY:	£6,793.80 Actual per annum £15,852.20 Full Time Equivalent per annum
HOURS:	15 Hours per week (Variable days)
CONTRACT TYPE:	Fixed term initially until 31 st December 2018
BASE:	HFA Offices
RESPONSIBLE TO:	Board of Trustees, Health for All (Leeds) Ltd
REPORTS TO:	Caretaker Co-ordinator

MAIN PURPOSE OF POST

To provide cleaning, maintenance, repairs on buildings (in conjunction with other caretakers). To be a key holder for all Health for All properties, that may require out of hour calls. To open, lock and secure the building and be available on site when required.

DUTIES

1. To open/close various Health for All premises as required and be available as a presence on site if any of the centres are used on a weekend or an evening.
2. To act as key holder for all Health for All premises.
3. To undertake cleaning, portering, waste disposal, maintenance and repairs of the premises (or reporting of issues) and surrounding areas with an awareness of COSHH regulations and to co-ordinate with other personnel to ensure all relevant duties are completed.
4. To set up and help out at Health for All Galas and Family Events as required

5. To maintain security and safety of the buildings, car park and surrounding area, including the operation of the fire and intruder alarms.
6. To be able to cover other caretakers annual leave and sickness.
7. To work in a flexible and non-discriminatory way.
8. To undertake any further tasks required to further the aims and objectives of Health for All (Leeds) voluntary and community groups, projects and organisations.
9. To carry out the duties of the post with due regard to Health for All (Leeds) policies.

Name: _____

Signature: _____

Date Issued by HR: _____