

HEALTH FOR ALL (LEEDS)

CARETAKER

PERSON SPECIFICATION

	Essential	Desirable	Shown by
Experience	<ul style="list-style-type: none">• Experience of cleaning duties.	<ul style="list-style-type: none">• Experience of security and safety procedures• Knowledge and experience of working in the voluntary sector	Application form/ Interview
Skills	<ul style="list-style-type: none">• Good organisational skills• Good communication skills• To deal with members of the community in an acceptable and tactful manner		Application form/ Interview
Ability	<ul style="list-style-type: none">• To work to quality standards• To be able and committed• Ability to carry out physical tasks described in the job description.• To maintain high standards of Health and Safety		Application form/ Interview
Knowledge	<ul style="list-style-type: none">• Knowledge of tasks associated with caretaking duties.• Knowledge of community buildings	<ul style="list-style-type: none">• Knowledge of COSHH and Health and Safety Policies	Application form/ Interview
Attitudes and Personal Attributes	<ul style="list-style-type: none">• Flexible approach to working hours• Non-judgemental approach• Commitment to working in ways which challenge discrimination• Flexible and adaptable way of working• Reliable & trustworthy• Ability to work as part of a team	<ul style="list-style-type: none">• Car driver and owner in order to move between different sites	Application form/ Interview