

**Job Description**

**Job title: Cleaner / Caretaker**

**Reports to**: Operations Manager

**Hours:** 6 per week Mon, Wed and Friday at a time to be agreed preferably before 09:00 or after 17:00.

**Salary:** £12.21 per hour

**Location:** Exeter

**Contract:** Permanent

# Background

Living Options Devon (LOD) is a charity and a company limited by guarantee founded over 30 years ago.Our vision is of an accessible and inclusive society in which every individual has the choice and opportunity to achieve their full potential and take part as an equal and valued citizen.

We exist to ensure people with disabilities and Deaf people, using sign language can make an active and equal contribution in society. Specifically, we:

* Encourage people to feel more informed, valued and confident to take part in society through relevant training and support;
* Enable people to identify priorities and develop user-led services;
* Engage people in effective communication with local/national service commissioners and providers; and
* Empower people to raise awareness of what society needs to do to provide equality of opportunity both locally and nationally.

We believe in a fully accessible society where all people can enjoy freedom of choice and equality of opportunity. We operate a culture of open communication, empowerment and development, where individual differences and abilities are respected, and people are encouraged to achieve their full potential.

Living Options Devon is a user-led organisation, and we welcome and encourage applications from diverse candidates including disabled and Deaf people.

# Job Profile

To undertake the cleaning and basic maintenance of our office to ensure that they are kept in a clean and hygienic condition to meet the charity’s specification. This is a physical hands-on role which requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

* The successful candidate will have the responsibility for maintaining a high level of cleanliness and maintenance in our offices through daily duties.
* The role also requires basic maintenance skills and knowledge with the ability to change light bulbs, basic plumbing like fitting a new tap or fitting a cupboard door (as examples).
* Knowledge of COSHH and basic H&S, working at height and manual handling would be advantageous but training can be provided

# Key responsibilitiesand tasks

* Duties will include cleaning, washing, sweeping, vacuum cleaning, emptying of

litter bins, cleaning toilets and fixtures and fittings.

* Follow health and safety guidelines.
* Setting up rooms for internal and external meetings.
* Report shortfall in stock requirements to the line manager.
* general upkeep and minor repairs
* perform routine maintenance, preventive maintenance, and corrective maintenance
* diagnose and repair broken assets
* maintain a record of performed maintenance tasks
* keep hand tools and supplies organised and clean
* follow safety precautions and adhere to the schedule

The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with LOD’s Equal Opportunities Policy.

All LOD job descriptions will be kept under review.

# Person Specification

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Knowledge and Qualifications** | | |
| Cleaning | x |  |
| Understanding of COSHH | x |  |
| Understanding of Manual Handling | x |  |
| Understanding of Working at Height | x |  |
| Understanding of Slips, trips and falls training | x |  |
|  |  |  |
| **Experience** | | |
| Experience of maintenance – general upkeep and minor repairs | x |  |
| Cleaning | x |  |
| Work constructively and effectively with immediate work colleagues | x |  |
|  |  |  |
| **Skills** | | |
| Good Communication | x |  |
| Empathy an understanding | x |  |
| Enthusiasm | x |  |
| Resourcefulness | x |  |
| ability to work safely and productively as part of a team and independently | x |  |
| Take pride in their work and act professionally | x |  |
|  | | |
| **Other** | | |
| Commitment to the values and policies of LOD | x |  |
| Willingness to work very occasional evenings or weekends | x |  |
| Willingness to act as a team player but motivated when working alone | x |  |
| Flexible and co-operative attitude to work routine | x |  |
| Interest in disability and Deaf issues | x |  |
| Personal experience of disability or Deafness |  | x |