



Job Description: Maintenance Support

Responsible to: Maintenance Supervisor/Home(s) Managers

Job Purpose:

To ensure the home is functional from the aspect of being presented in a clean and well maintained manner.

To assist with the compliance to all relevant statutory requirements with regard to the Health & Safety legislation

To ensure that all areas are well maintained to conform with the fire regulations on a day to day basis

Main Duties and Responsibilities:

- Every member of staff is expected to ensure that the homes' service users' comfort, satisfaction and well being is cared for in a friendly, efficient and personalised manner at all times.

Service Users' Care

- To work within the homes in a manner which is conducive to the day to day functioning of the service user, and with particular observance of their privacy, independence and daily routines
- To ensure the utmost care and due diligence is taken when undertaking work within the home(s), and that instruction given concerning service users' behaviour is observed and put in place.

Personnel

- To attend staff meetings as required
- All staff and management will be expected to attend training sessions from time to time for which adequate notice will be given

Property

- To support the Home(s) Manager in all fire regulation issues. Check that due diligence is apparent, checked and recorded as appropriate, and that fire fighting equipment and call points etc. are maintained and repaired immediately where applicable.
- To ensure all furniture, fixings and general fabric of the building is kept to a good standard
- To use a planned written schedule of work to incorporate every aspect of the maintenance of the home
- To at all times act swiftly to emergency repairs, and liaison with the Manager or Shift Leader daily
- To decorate the home(s) both inside and outside
- To check and monitor the heating controls for the home(s)
- To maintain the correct lighting levels within the home(s) and to change light bulbs as required
- To report any property repairs, or other matters requiring attention, to the Management
- To carry out any tasks which may require your assistance to ensure the smooth running of the home(s)
- To minimise the requirement of specialist call outs
- To ensure all glazed areas of the home(s) are clean, in good working order and free from cracks or breakages
- To check on a regular basis and to remedy any blocked guttering or external drainage pipe work as becomes apparent
- To assist with the correct maintenance of the garden areas, and to periodically check the safety aspects of the garden equipment

Records

- To ensure that records required by the Residential Care Home Regulations are complied with and kept in a safe place at all times
- To ensure all Health & Safety legislation records are kept fully up to date, and kept in a safe place. This will relate to items within the company's Health & Safety remit.
- To ensure the Fire Regulations documentation is kept fully up to date, and that the records are accessible to Management if required.

Vehicle Provision

- To ensure the home(s) vehicles are checked for oil, water, and adequate fuel
- To ensure all vehicles are serviced a minimum of every six months, and all service records are logged for referral in a safe place
- To ensure the vehicles are checked for cleanliness, both inside and out
- To ensure the vehicle maintenance record books are filled in each time

General

- To record all work undertaken
- To ensure all visiting trades people or repair engineers observe the expected due diligence when entering and working on the premises
- To use an expenditure invoice procedure for ordering outside trades people where required, and for ordering materials on a weekly basis through the weekly supervision session
- To attend a weekly supervision session with the designated Supervisor.

Performance and Appraisal

- In the interests of service user care, and to assist all personnel to achieve their objectives, The Partnership will carry out an annual appraisal interview
- The individual’s needs and personal development will be identified, and the appropriate action points established and acted upon

Declaration

I, the undersigned, declare that I have read and fully understood my Job Description. I further understand that failure to carry out any tasks mentioned therein could result in re-training or disciplinary action being taken against me.

Signed.....Employee

In the presence of.....Recruitment Co-ordinator

Date.....