

<b>Job Title</b>	<b>Caretaker</b>
<b>Location</b>	This role will be based at 21 Freeman Street but will be requirement to between all YMCA Humber locations.
<b>Job Purpose Statement</b>	<p>Reporting to the Head of Operations the key elements of this role are –</p> <ul style="list-style-type: none"> <li>- To work as part of the caretaking team to maintain high standards of repair and cleanliness within all YMCA Humber properties and grounds.</li> <li>- Carry out routine repairs from the maintenance log.</li> <li>- Ensure appropriate records are kept of work and inspections carried out and recorded on the maintenance log.</li> <li>- Following all health and safety guidance.</li> <li>- Provide maintenance support as accommodation rooms become vacant, to include empty rooms of belongings/clearing/cleaning and monitoring repairs and resident's damage.</li> <li>- Maintaining grounds to a safe and usable space for all YMCA properties.</li> <li>- Setting up rooms throughout the day and evenings for internal/external bookings.</li> <li>- To undertake general cleaning following a set programme.</li> <li>- Work within your skills set across other areas as deemed required e.g. supporting the Café, and conferencing functions.</li> <li>- Supporting contractors on and off site for maintenance or ad hoc work.</li> <li>- Opening and closing community areas and buildings for YMCA activities including weekends and evening.</li> <li>- Be part of an emergency call out for building related issues.</li> </ul>
<b>Internal Relationships</b>	<p>This role requires relationships across the association with key areas being –</p> <ul style="list-style-type: none"> <li>- All staff groups.</li> </ul>
<b>External Relationships</b>	There may be contact with members of the public and external agencies who make use of our communal/community facilities.
<b>Accountabilities</b>	<b>Communications and Relationships</b>
	<ul style="list-style-type: none"> <li>- Escalate issues to line manager when unable to resolve.</li> <li>- Complete detailed handover to ensure work outstanding work is highlighted.</li> <li>- Inform CSA, in a timely manner, when equipment or materials require replenishment so appropriate orders can be placed.</li> </ul>
	<b>Financial</b>
	-Ensure any spend is approved by the relevant person as outlined within the association's financial policies.
	<b>Information systems</b>
	<ul style="list-style-type: none"> <li>-Use internal YMCA Humber IT systems to support day-to-day delivery of the role.</li> <li>-Maintain records of works or inspections completed, as required.</li> </ul>

	<p>- Be fully conversant with the internal maintenance logging and recording system.</p>
	<p><b>HR and Training</b></p> <p>-There are no line management accountabilities for this role. -Attend regular 1:1's and team meeting with your line manager. -Undertake training to carry out role and enhance skills required to develop within role. -Take an active lead in personal development activities to enhance role performance.</p>
	<p><b>Policies and strategies</b></p> <p>-Ensure your working practice complies to all the associations policies and procedures. These policies include, but are not exclusive to –</p> <ul style="list-style-type: none"> <li>- Sharps and infectious control policy</li> <li>- Professional boundaries policy</li> <li>- Health and safety policy.</li> </ul>
	<p><b>Planning and Organisation</b></p> <p>-This role requires the post holder to operate on a horizon of one week. -There is a requirement for the post holder to independently prioritise tasks and work requirements. -If unable to carry out tasks this should be escalated to the line manager for a decision on how to proceed. -Carry out routine tasks in accordance with appropriate work instructions or best practice.</p>
<b>Freedom to act and decision making and analytical skills</b>	<p>-The caretaker will work under the guidance of the Head of Operations. -The post holder only has the authority to act in line with the policies and procedures set out by the association. -Judgements involving facts or situations, some of which require analysis and problem solving.</p>
<b>Safeguarding and confidentiality</b>	<p>-Ensuring any potential safeguarding issues are highlighted, actioned and/or reported as soon as possible. -Ensure all client information remains confidential and is processed in accordance with the General Data Protection Regulations 2018.</p>
<b>Emotional effort</b>	<p>-Due to the nature of the residents, this role may be first point of contact for the residents who have varied and complex needs. The post holder has no requirement to deal with issues but may need to locate an appropriate member of staff to deal with any immediate issues.</p>
<b>Other requirements</b>	<p>-Undertake any other duties as may from time to time be required which are commensurate with the post. -Conduct yourself in line with the general standards of conduct and behaviour which include awareness of risk, health and safety at work, data protection and embracing the cultural diversity of all colleagues and customers. -A willingness to work to a variety of shifts. -Commitment to the YMCA Humber vision, values and Christian ethos.</p>

## Experience and Qualifications required for the role

<u>Minimum Qualifications</u>	<u>Experience</u>
<ul style="list-style-type: none"><li>- Ability to carry out routine maintenance tasks</li><li>- A working knowledge of Health and Safety requirements</li><li>- PC literate.</li></ul>	<ul style="list-style-type: none"><li>- Experience in a similar role</li><li>- A full UK driving license would be beneficial for this role.</li></ul>