

## JOB DESCRIPTION

### JOB TITLE

**Caretaker & Handyperson**

### Responsible to:

Executive Assistant

### JOB PURPOSE

To provide an efficient and effective caretaking and handyperson service for three of Age UK Leicestershire and Rutland's buildings, Lansdowne House, Age Well Centre (both based at 113 Princess Road East, Leicester) and Thorncroft, (244 London Road, Leicester). To ensure all Health & Safety requirements are followed and up to date.

**Other Considerations:** The post holder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants, contractors and manufacturers are adhered to.

### Duties and Responsibilities:

1. Ensure heating systems are efficiently and effectively operated; make adjustments as necessary and report defects and malfunctions to line manager.
2. Help maintain the security of the buildings and their contents. The opening and locking up of buildings as necessary.
3. Ensure bulbs and other light fittings are replaced when necessary and diffusers are cleaned as and when required in accordance with safe working practices.
4. Have a basic knowledge and awareness of health and safety practices and policies. Understand COSHH regulations and keep information up to date.
5. Monitor and test as required - including fire alarms, hold annual fire drills (acting as Lead Fire Marshal), emergency lights, fire extinguishers, water temperatures and boilers - *appropriate training will be given.*
6. Ensure that gullies, drains etc. are kept free from debris and that the grounds are litter free.
7. Organise and undertake on a pre-planned basis the stripping, resealing, and polishing of floors, washing of walls, and cleaning of furniture.
8. Carry out grounds maintenance and gardening duties, including weeding, lawn cutting, and tree and shrub trimming.
9. Ensure that the car parks at Lansdowne House and Thorncroft are kept clean, and that parking space lines are repainted when necessary.
10. Be responsible for ensuring clear and safe pedestrian access to the buildings, particularly in adverse weather conditions.

11. To dispose of waste materials in a safe, hygienic manner ensuring that it is available for collection as required. Make use of the building's recycling bins when appropriate.

12. To undertake portage tasks as required.

13. Prepare rooms for meetings

14. To undertake handyperson duties as necessary:

Painting and decorating - as required

Joinery - First line maintenance of fixtures and fittings, such as the tightening of screws on window hinges, maintenance on door handles, minor repairs as a temporary measure.

Plumbing – unblocking sinks, traps, and waste pipes. Adjusting and re-washing taps

PAT Testing (Portable Appliance Testing) - *appropriate training will be given.*

Report major items for maintenance and repair to line manager.

15. To monitor stock levels of items such as light bulbs/tubes and supplies needed to carry out the role, arranging to replenish supplies as necessary. Make Purchasing Department aware of requirements when orders need to be placed.

16. To attend to, and supervise where necessary, personnel i.e., outside contractors, volunteer work parties, visiting any of the sites.

17. To clean the internal face of external windows and other internal glass within the limitations of safe working practice.

18. Providing cover for the cleaning staff in their absence and assisting with larger cleaning tasks as necessary.

## **HEALTH & SAFETY**

1. Be responsible for carrying out relevant Health & Safety checks/testing as and when required, completing online forms and COSHH audits/updates when necessary. Become familiar with all policies and practices relating to Health & Safety, including manual handling, COSHH, accident reporting and fire procedures.

2. Undertake essential training as required for Health & Safety.

3. Contribute to the implementation of Age UK Leicester Shire & Rutland's Health & Safety policy.

4. Contribute to the maintenance of proper standards of housekeeping and hygiene

## **TRAINING AND DEVELOPMENT**

1. Discuss with the Line Manager any training and development needs and undergo appropriate training and development as required.
2. Evaluate training undertaken and integrate into the work programme.

## **WORKING PRACTICES**

1. Be aware of and implement all Age UK Leicester Shire and Rutland's policies and procedures with particular regard to Equality and Diversity, Confidentiality, Complaints, and Data Protection.
2. Any other duties that may reasonably fall within the purview of the job including cover for sickness and holidays.

**This Job Description sets out the responsibilities of the post at the time it was drawn up. Such responsibilities may vary from time to time in consultation with the job holder without changing the general character of the post or level of responsibility entailed. Variations are a common occurrence and do not of themselves constitute additional responsibilities.**

**Signed**

**Date**

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**(please print name)**

*HR/JD/Caretaker&Handyperson/May 2025*