

HOME MAINTENANCE OPERATIVE
Job description

Job title:	Home Maintenance Operative
Place of work:	Bromsgrove & Redditch area
Responsible to:	'At Home' Manager
Contract:	Zero Hours contract
Salary:	£7.83 ph. & Travel allowance
Start date:	As soon as possible

JOB PURPOSE AND ROLE:

To deliver a high quality Home Maintenance Service, to support older people across Bromsgrove, Redditch and Wyre Forest. The service will provide practical services to help enable older people to remain safely and comfortably in their own homes for as long as possible.

PRINCIPLE RESPONSIBILITIES AND DUTIES:

1. To carry out the work of the Home Maintenance scheme as allocated by the Coordinator
2. To work safely and in line with health and safety requirements and training.
3. To deliver the service, within Age UK Bromsgrove, Redditch and Wyre Forest's principles and practice, to respond to and deliver jobs as directed and allocated by the Coordinator
4. Identify any aspect of work required by an allocated traders list and refer as necessary.
5. To provide customers with quotes for work requested for the Home Maintenance service, where required.
6. To maintain equipment, arrange storage, security and maintenance of equipment as appropriate.
7. Undertake a wide range of general maintenance and light DIY repairs, including but not limited to, carpentry, joinery, tiling, decorating and small plumbing jobs.
8. Assist in the movement and or assembly of furniture.
9. Operate and maintain a variety of DIY electrical equipment/Tools, whether supplied by Age UK Bromsgrove, Redditch and Wyre Forest or self- owned, in accordance with the manufacturer's recommendations.
10. To work in conjunction with the scheme administrator and coordinator to distribute materials for the scheme, and advice booklets for the scheme.

11. To assist the administrator and coordinator in carrying out client surveys and any other quality assurance processes as required by the Organisation.
12. To keep electronic/manual records and pass to the coordinator, ensuring security of personal data at all times.
13. To undertake any other duties as required commensurate with the skills of the post holder and requirements of the organisation.
14. To handle client's money appropriately in accordance with Age UK Bromsgrove Redditch and Wyre Forest's money handling policy. Take payment for completed work whether by cash/cheque in a timely fashion for banking same with the Admin/Coordinator.
15. To keep work records as requested and in line with data protection and confidentiality, to ensure time sheets are returned and signed to the office on time. To inform the office of any missed visits and calculations.

OTHER INFORMATION

- Age UK Bromsgrove, Redditch and Wyre Forest are committed to equal opportunities, principles and practice.
- All staff, in their particular roles and working collaboratively, will be expected to pursue the aims and objectives of Age UK Bromsgrove, Redditch and Wyre Forest set out in the overall strategic plan of the Organisation.
- All staff must work within the policies and guidelines adopted by the Organisation (see Staff Handbook).
- All staff will participate in the supervision and appraisal systems adopted by the Organisation.
- Age UK Bromsgrove, Redditch and Wyre Forest is committed to staff and organisational development, we will identify training needs and will expect and encourage the involvement of all staff in meeting them appropriately.