

AGE UK SUNDERLAND

Job Description

Post: **Caretaker / Handyperson**
Location: **Based at Bradbury Centre – with satellite work at other Age UK Sunderland buildings across the City**

Responsible to: **Senior Operations Manager**

Job Purpose

To provide caretaker and handyperson services at Age UK Sunderland premises.

Job Description

Be responsible for cleaning duties at identified Age UK Sunderland premises including satellite centres

To undertake key holder responsibilities and open building(s) in mornings

Assisting staff, volunteers and service users where appropriate

To undertake furniture arranging including lifting & handling

Undertake small DIY tasks and source equipment and materials needed to complete tasks

Be aware of Health and Safety issues, alert any possible issues to management and support resolution of issues

Carry out weekly and monthly monitoring checks of alarm systems, automatic doors and hot water

Undertake annual PAT Testing on electrical equipment

Maintain and tidy Age UK Sunderland gardens and exterior of buildings

Comply with GDPR

Act as a Safeguarding alerter

Abide by and implement all policies and procedures of Age UK Sunderland, including being aware of and responsible corporately and as an individual for Health and Safety policy

Undertake all reasonable tasks, in keeping with the level of responsibility of the post, as requested by the senior management

This post is subject to an enhanced DBS check

Age UK Sunderland

Person Specification

Post: **Caretaker / Handyperson**

Location: **Based at Bradbury Centre – with satellite work at other Age UK Sunderland buildings across the City**

Responsible to: **Senior Operations Manager**

Essential Criteria

Knowledge of health and safety

Ability to do minor repairs

Ability to clean buildings efficiently (internal & external)

Ability to work as part of a team

Experience and ability to execute gardening tasks

Excellent communication skills both written and verbal

Be honest, reliable and trustworthy

Have a flexible approach to work

Understanding of and empathy with the needs and aspirations of older people

Have complete discretion and maintain confidentiality at all times

Possess a full clean driving licence and have access to a car for work and be able to travel