

JOB DESCRIPTION

JOB TITLE:	Maintenance/ Handy Person
ACCOUNTABLE TO:	Centre Director
REPORTS TO:	Facilities and Compliance Manager
LOCATION:	The Chiswick Nursing Centre
JOB PROFILE:	To provide a safe environment in a professional manner for the residents and staff by regular maintenance of the fabric and equipment in the Centre.

MINIMUM QUALIFICATIONS/EXPERIENCE:

An ability to demonstrate general maintenance experience/skills in a versatile manner is essential. Knowledge of maintenance requirements in Hotel, Nursing Centre or similar setting preferred.

RESPONSIBILITIES & DUTIES:

1. To carry out general repairs and decoration to internal/external areas of the Centre as requested by the Facilities and Compliance Manager to check the maintenance book in line with the Centre's procedure.
2. To ensure the smart appearance of the Centre, both internal and external, by the removal of rubbish and other obstructions.
3. To keep the Facilities and Compliance Manager informed of the progress of the work of any outside contractor.
4. To undertake daily maintenance and general portering duties as requested.
5. To undertake repairs which are within the post holder's experience or competence and/or to monitor repairs by specialist contractors.
6. To maintain and check heating, lighting and water systems as detailed in the company's policies and procedures.
7. To undertake security duties as and when required.
8. To carry out checks and tests as detailed in the company's policies and procedures and to keep the Facilities and Compliance Manager informed of progress.
9. To co-operate and maintain good working relationships with all staff.
10. To maintain confidentiality at all times.
11. Report promptly all complaints, however minor, regarding maintenance or other matters to the Facilities and Compliance Manager.

12. To cover colleagues duties in times of sickness and holidays as requested by the Facilities and Compliance Manager.
13. To complete the Company induction training and participate in training programmes which may be required either by Law or Company Standards.
14. To develop good relationships with residents and visitors.
15. To attend meetings as required by the Centre Director.
16. To behave in a responsible and courteous manner at all times.
17. To comply with the regulations with respect to Health and Safety at Work, environmental health, fire procedures, etc and abide by the Company's Health & Safety policy.
18. To ensure the correct storage and control of hazardous substances in compliance with COSHH regulations.
19. To abide by the Company's Quality Procedures and Policies and Work Practices and to report/record nonconformances in the correct manner.
20. To report building and building services defects and hazards to the Head of Maintenance.
21. To undertake carpet cleaning as instructed by the Facilities and Compliance Manager.
22. To participate in marketing functions as requested.
23. To promote the good name of the Centre and the Company at all times.
24. To undertake other duties as may be reasonably requested, in order to maintain the smooth running of the Centre.
25. To ensure that the residents' lifestyle is maintained in accordance with The Chiswick Nursing Centre Philosophy of Care and Residents Charter.
26. Actively protect service users from any form of abuse, harm or neglect and report any concerns regarding possible abuse of service users immediately to the person in charge.
27. To ensure that The Chiswick Nursing Centre Code of Conduct is maintained at all times.

This job description is in line with the current regulatory requirements of the Care Quality Commission, statutory legal requirements and the National Capability Framework for Adult Safeguarding and the policies and procedures of Ganymede Care Ltd.

This job description may be reviewed and changed from time to time according to the needs of the Company and residents.

Signature_____

Date_____

March 2017