

Job Title: **Caretaker**

Based at: **Dryburgh Gardens Estate - Dundee**

Position reports to: **Senior Housing Officer**

Staff Responsibilities:

Job Purpose:

Maintain the internal common areas of the multi storey blocks in an acceptable condition and provide assistance to staff and contractors to ensure the blocks are fit for public use.

Key Responsibilities:

The post holder is responsible for ensuring:

- A high standard of maintenance and cleaning of public areas is maintained
- Report any repairs, incidents, etc., timeously to Abertay
- Assist and support visitors on the estate, as required

Guidance Notes- Caretaker

Key responsibilities and accountabilities examples

While the following lists of examples are not exhaustive, they are designed to give the position holder an idea of the types of activities and level of responsibility expected of them within this role:-

- Cleaning out of lifts as required during the week
- Report any breakdown of lift operation to Abertay.
- Maintain a supply of cleaning materials/equipment.
- Cleaning of laundries and machines including filters.

Job Description

- Cleaning of floors, windows, woodwork, glazing, sweeping, washing and polishing of the areas which are not the tenant's responsibility and ground floor hall passages.
- Keep areas adjacent to blocks and basement accesses free of litter and leaves as required.
- Clear out and clean basement passageways on a six monthly basis
- Take all reasonable steps to ensure that the circulation areas in the building are kept free of all unnecessary obstructions.
- Keep bin recesses tidy on regular basis
- Monitor use of and maintain refuse chutes if and when blocking occurs and ascertain cause and report any misuse to Abertay. Ensure that the refuse chutes are cleared regularly.
- Check status of fire doors in each landing on regular basis.
- Check condition of dry risers.
- Report any identified repairs / faults / damage to Abertay
- Attend as required on visits of inspection by interested parties to the flats including specialist servicing contractors and maintenance and repair contractors, for access, etc.
- Assist residents with lift operation during furniture removals.
- Program CDE key fobs as required and maintain a supply of blank CDE key fobs.
- Obtain meter readings of utility services as required.
- Gritting of unadopted footpaths and ramps within the scheme as necessary, at acceptable seasonal times.
- Flexibility to work additional hours.
- Relief Caretaker Service including any other duties outwith Dryburgh Estate.

The above list is not exhaustive and the post holder will be expected to perform any other duties as may reasonably be required by the Association.