



## JOB DESCRIPTION

**TITLE:** Caretaker

**REPORTS TO:** Senior Administrator

**HOURS OF WORK:** 20 hours per week

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### KEY RESPONSIBILITIES

#### General Property Presentation

Ensure the property is kept clean and tidy for staff, students and visitors. This task includes but is not restricted to:

- Prepare the lecture rooms, dining rooms and chapel for lectures, meetings and chapel
- Clean and prepare kitchen for students
- Clean overnight dropped leaves and vegetation from courtyard and Carey entrances
- Clear and dispose of rubbish from property

#### Gardening Maintenance

Maintain all gardens. This task includes but is not restricted to:

- Maintaining the courtyard, carpark and administration building gardens.
- Spraying and mulching of the site.
- Liaising with Weemo where necessary to ensure hedges are and lawns are tidily maintained.
- Maintaining the rear driveway garden and trees.

#### General Tasks

- Assisting with events
- Checking on a regular basis the firefighting requirements and escape pathways.
- Maintain a safe work site and report hazards to the Senior Administrator.
- Repairing small electrical jobs and equipment. (For example, chairs, dishwashers, gardening equipment)
- Attending to staff office requirements such as extra shelving, pin boards, relocating furniture and replacing lightbulbs
- Painting areas as required on site.
- Cleaning of windows admin, library and chapel.