

JOB DESCRIPTION

HANDYPERSON (ENHANCED)

General Scope of the Post

The post holder is responsible for the maintenance of orderly conditions within the establishment and grounds. This includes the heating, lighting and maintenance of the fabric of the building and checks on boiler/heating/water plant etc. In line with Trust policy the post holder must promote the privacy, dignity, choice right and fulfilment of all clients, treating everyone with respect.

Duties of Post

- Carryout regular water flushing throughout the home to ensure water hygiene standards are maintained and any discrepancies are recorded in the Water Hygiene Log Book and reported to the home management. Carryout water temperature checks to ensure water does not present a scalding risk to residents.
- On a regular basis check the homes fire systems, complete the Fire Log Book and report any faults to the home management. Checks to be completed are;
- Test the home fire alarm system.
- Check the home's emergency lighting system is functioning correctly.
- Inspections of all fire extinguishers.
- Checks that all escape routes are clear.
- On a regular basis check that the Home nurse call system is functioning correctly, check the need to replace batteries if required and report any faults to the home management.
- Check that the heating and water systems are operating correctly (including replenishing water softeners) and where appropriate notify the home management of any problems.
- Undertake routine maintenance tasks, e.g., changing light bulbs/tubes, fitting tap washers, replacing ball valves in toilet cisterns, making minor repairs to furniture and equipment etc using small hand and power tools and being responsible for such items as maintaining good tyre pressures on wheelchairs. Be capable of carrying out projects such as the complete fitting of kitchenettes and so substantially reducing the need for employing outside contractors at the home.
- Undertake internal re-decorations including wallpapering, painting/varnishing, etc. and erect shelves, pictures, notice boards, etc. as required.
- Report any damages or defect to the building and its systems to the home Management.
- Keep areas in the immediate vicinity of the establishment tidy, e.g. sweeping up and disposing of litter and leaves.
- Undertake gardening duties to ensure the exterior of the home is maintained to a good standard, control moss and weeds among paved areas and paths. Have basic horticultural knowledge to ensure the grounds are maintained to a high standard.
- Clean garden furniture regularly and if necessary treat with appropriate preservative.
- Treat paths and forecourts with grit and anti-fungicides when appropriate.
- Clean out blockages in drains and low level gutters and unblocking toilets and sluices if necessary.
- As required assist with emptying waste bins (internal and external) and ensure waste skips are kept tidy and secure and monitor waste levels to ensure skips are emptied on a regular basis. As necessary clean out refuse skips.

- Undertake porter duties for furniture and goods.
- No tasks should be performed which require the services of a qualified electrician, gas fitter etc.
- Understand responsibilities in relation to fire procedures, infection control, health and safety, COSHH, food hygiene, emergency aid etc.
- As required control stocks of light bulbs, batteries etc. Keep an inventory of stocks and notify the home management when replacements are required.
- Control stocks of cleaning materials in accordance with COSHH requirements and issue same when needed. Notify home management when replacements are required.
- Be responsible for regularly checking the condition of any tools, ladders personal protective equipment etc. and report any defects to the home management.
- Be capable of travelling between different homes to assist other Handypersons in the County.
- Assist with cleaning windows, toilets, floors, carpets, walls and furniture in the building, using dusters, mops, brushes, vacuum and other cleaning equipment.
- Any other duties as appropriate to this position.

General Requirements

In addition to the above, there are some general requirements that apply to all jobs in the Home:

- Take responsibility for the safeguarding of adults, and follow the Trust's whistleblowing policy as required.
- Notification of accidents and other Health and Safety requirements.
- Participation in training activities.
- Participation in staff supervision and appraisal.
- Participation in quality assurance systems.
- All duties must be carried out to comply with:-
 - Notification of accidents and other Health and Safety requirements
 - Statutory legislation, in particular the Health and Safety at Work Act, COSHH and Fire Regulations.
 - Nationally and locally agreed Codes of Good Practice.
 - Fire precautions.
 - Equal opportunity principles and the Trusts anti-discriminatory policy.

Health and Safety

All work undertaken must be carried out in accordance with the Health and Safety at Work Act 1974 and other relevant statutory provisions. This Act requires that every person, carry out their work in such a way that they and other employees of the Trust, Home residents or members of the general public are not exposed to risks to their health and safety.

Be aware of the hazard that asbestos may create and consult the Asbestos Register prior to commencing any works on the building fabric.

PERSON SPECIFICATION

HANDYPERSON (ENHANCED)

ESSENTIAL		DESIRABLE	
<u>Qualifications</u> No formal qualifications. Must be able to demonstrate literacy and numeracy skills.	E1	Formal training in carpentry etc. Health & Safety Certificate. COSHH training.	D1
<u>Experience</u> Previous experience in a similar role where practical skills are a requirement.	E2	Previous experience of relevant work e.g. caretaker, carpenter, kitchen fitter etc	D2
<u>General Aptitude</u> A liking for older people and the ability to relate to them in a sensitive manner.	E3		
<u>Motivation</u> A positive attitude and commitment to providing a well maintained environment in line with H & S and with the expressed ideas of the residents.	E4		
<u>Knowledge</u>		Understanding of responsibilities under HSAW Act, COSHH, Electricity at Work Act, Essentials of Food Hygiene, Infection Control.	D3
<u>Specific Skills</u> Ability to work on own initiative and prioritise work schedules. Good communication skills.	E5		
<u>Interpersonal Skills</u> The ability to form positive relationships with colleagues.	E6		
<u>Team Skills</u> The ability to work as part of a team and to promote harmonious working relationships by recognising that everyone has a contribution to make.	E7		