

JOB DESCRIPTION

Job Title: Caretaker
Grade: 1
Reporting to: Caretaker Supervisor
Basis: Permanent, Full-Time

Job Role:

This is a varied role, which requires the ability to work as part of a team, or independently to ensure first class caretaking support for our campuses. You will be actively involved with maintaining the external cleanliness and appearance of the buildings including the surrounding grounds and external furniture. You will carry out all aspects of waste management including emptying general waste and recycling bins, being actively involved with supporting our food waste, and helping with our Tetra Pak collections and other waste streams. You will support with the setup of events and teaching spaces, office moves, shows and any other student or staff led activities. The role will require taking daily guidance from the Caretaking Supervisor, prioritising and working through requests received for each day.

This role is physically demanding with lots of lifting, bending, and walking to carry out a variety of tasks across the campus. You will be required to drive the company vehicles to deliver items between Campuses, the local storage facility in Penryn or to neighbouring community initiatives.

Main Duties and Responsibilities:

To undertake a variety external cleaning duties as required, to include high level and low level window cleaning, litter picking, pressure washing, leaf blowing and any other relevant cleaning duties where required. Ensure a high level of external cleanliness keeping all signs, low level lighting, bus shelters, bike racks and all visible façades clean. Paying particular attention to the cleanliness and safety of all hard surfaces (pathways, driveway etc.) especially following leaf fall, periods of weather or snow and ice.

To undertake portage tasks, including the setting up and taking away of meeting room and seminar furniture. Alongside this, to prepare rooms for specific functions and events.

Alongside the Caretaking Supervisor, communicate with various stakeholders regarding specific requirements for events, projects, room layouts and any other needs.

Following direction from the Caretaking Supervisor, respond to the daily campus requests received via the Estates helpdesk. Assist the Caretaking Supervisor with prioritising planned works and reprioritising work in response to emergencies where required. Being able to view and manage the helpdesk requests in the absence of the Caretaking Supervisor.

To carry out routine collections of general waste, dry mixed recycling, hazardous waste and other recycling containers across the campus including transferring certain waste types in the company vehicle to the Penryn Campus waste compound. In a team, you will also move loose rubbish from the bin areas that may be of a large or awkward nature. You will be

required to proactively engage with existing recycling streams and any new initiatives that may arise.

To liaise with the Caretaker Manager to arrange removal and replacement of full skips and to report any damage or problems to the compound.

To take a professional and positive approach to all matters relating to Health and Safety and actively engage with Health and Safety and mandatory training programmes. To always consider the welfare and safety of yourself and others. To make sure that all specialist Health and Safety guidance, including policies, risk assessments and safe systems of work are always adhered to.

To work closely with and assist the Cleaning Supervisor with the removal and replacement of furniture to help assist with their internal cleaning duties, or any other tasks as necessary.

Using the company vehicle, to take responsibility for safe transportation of furniture, books, artwork or other items between campuses, the off- site storage facility in Penryn and any other locations for shows or other events.

Take on the responsibility of a fire marshall to ensure the safe evacuation of all personnel from buildings on the campus. To be an active first aider.

General Duties:

- To be considerate of our neighbours and the public alike when carrying out daily tasks across the campus. Being always helpful and courteous.
- Support a culture of service excellence, supporting the needs of staff, students, and the public alike. Treating people efficiently, fairly, with dignity and the upmost respect.
- Undertake any additional, reasonable duties which contribute to the success of the directorate and FX Plus as a whole.
- Agree personal and team objectives and work to achieve them, developing both individually and collectively.
- Actively participate in required organisational processes, training, meetings and activities.
- Support keeping FXPlus, Falmouth University and The University of Exeter compliant with all legislation and adopted standards, including to but not limited to Health & Safety, Equality and Safeguarding.

PERSON SPECIFICATION

Post Title: Caretaker

Attributes	Essential Requirements	Desirable Requirements
Education / Qualifications	<p>A good, general level of education.</p> <p>Willingness to gain a First Aid Certificate.</p> <p>Willingness to gain Fire Marshalls certificate.</p> <p>Full, manual driving licence</p>	<p>Manual handling certification</p>
Experience / Knowledge	<p>Previous experience working in a customer focused role.</p> <p>Experience of using specialist equipment and associated processes or a willingness to learn.</p> <p>Knowledge of general Health and Safety procedures</p> <p>Basic computer skills and a willingness to learn and engage with in house systems.</p>	<p>Previous experience working as a caretaker.</p> <p>Knowledge of Waste Management</p> <p>Detailed knowledge of COSHH, manual handling and other related regulations.</p>
Skills / Personal Requirements	<p>An excellent, positive aptitude towards work, with a willingness to learn new skills.</p> <p>Good interpersonal skills and the ability to communicate with staff, students, visitors, and the public alike.</p> <p>Excellent customer service skills.</p> <p>Ability to prioritise work towards deadlines.</p> <p>Ability to work on own initiative and as part of a team.</p> <p>Ability to demonstrate a practical approach to problem solving.</p> <p>Ability to respond calmly to emergencies.</p> <p>Ability to undertake the physical requirements of the role.</p>	