

Job Description **Janitor/Caretaker**

Reporting to: Property Manager **Salary:** £31,500 Per Annum

Working hours: 37.5 hours per week, Monday – Friday (Part-time hours considered)

Location: Merton, Sutton, Richmond, Kingston & Wandsworth

ABOUT US

We are SPEAR, a charity dedicated to helping homeless people across five South West London boroughs to find secure accommodation and work towards a positive future. For almost 35 years, we've worked tirelessly to support homeless people to recover from their personal issues and break down the barriers that they face. We recognise that homelessness is much more than just a housing issue, so we provide a range of accommodation and support services to help people reach their full potential.

MAIN PURPOSE OF JOB:

Responsible for overseeing Health and safety requirements across all SPEAR HMO's/Set properties in the South West London Resettlement Service. You will be responsible for completing routine maintenance, undertaking repairs and tackling a range of other practical tasks across Merton, Sutton, Richmond, Kingston and Wandsworth.

SPECIFIC DUTIES

The role will include

- Visiting & inspecting properties on a weekly basis.
- H&S management including weekly H&S checks.
- Helping prepare vacant units as and when they become vacant.
- Conduct new resident check-ins.
- Reactive maintenance of properties.
- Schedule/organise the maintenance of properties.
- Emergency out-of-hour callouts. (Overtime paid/TIL)
- Meeting external contractors.
- Contributing to regular team meetings.
- Supervising voluntary workers.
- Driving a van.

Typical maintenance duties will include

- Painting & decorating internally and externally
- Mastic, calking, patch filling
- Minor plumbing - repairing leaks - unblocking sinks & toilets etc
- Clearing drains
- General yard and garden work etc
- Repairing and replacing fence panels
- Fixing curtains, blinds, etc
- Fitting shelves, hanging pictures

- Making Flat Pack Furniture
- Repairing/changing locks
- Installing window restrictors
- Replacing electrical fittings
- Installing household appliances such as washing machines
- Replacing smoke/ heat/ carbon monoxide detectors
- Replacing kitchen units and doors
- Cleaning, clearing, and fixing gutters
- Replacing slipped tiles
- Dropping materials off to our workers.
- Carpentry work
- General waste clearances.
- Other general property maintenance duties as required by the Property Manager

CANDIDATE MUST HAVE

- Full and clean driving license is essential
- Experience in conducting health and safety assessments and recording findings
- Experience of Handyperson/repairs work
- Basic IT Skills and Experience using Microsoft offices

CERTIFICATION

- CSCS (preferred)

In the selection and interview process, we will be assessing candidates against the following competencies:

WORKING TOGETHER – we work effectively with others

- share knowledge and skills – approachable and accessible
- willingly support colleagues to achieve their goals
- engage in straight talking – clear and constructive
- work with service users, partners, staff and volunteers to offer the best possible service

ASPIRATIONAL – we aim high, aspiring to the very best outcomes for our clients

- make our clients feel listened to and important
- are passionate about excellent customer service
- prioritise activities to do what is important for our clients

RESPECTFUL – we respect everyone, regardless of their background or circumstances

- acknowledge diversity and respect others
- challenge colleagues who don't respect these behaviours
- encourage feedback in all forms and take feedback on board
- demonstrate honesty and integrity in everything we do
- do what we say we will do – keep our promises

DETERMINED – we work tirelessly to support people experiencing homelessness

- deliver the basics – right first time
- take responsibility for sorting issues and meeting deadlines
- make things happen
- approach our job with enthusiasm

VISIONARY – we are always willing to take a new approach

- set challenging goals
- take time to review, learn and improve the way things are done
- take responsibility for personal development