**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **JOB TITLE:**  | Maintenance/Handyman  |
| **REPORT TO:**  | Home Manager |
| ****JOB SUMMARY**** This job description is a statement of the core duties of the Maintenance/Handyman, but it is not an exhaustive list. Sycamore Care Centre may revise this job description to meet the needs of the business and reserves the right to require you to perform other duties from time to time.The Maintenance/Handyman will provide routine maintenance services to the Nursing Home.****Duties and Responsibilities**** * Undertake all routine maintenance tasks and minor general repair work as requested by the Home Manager.
* Check the maintenance request book for tasks to be completed. Set priorities with Managers.
* On a weekly basis undertake the fire alarm test and routine check of the fire doors security doors, and window restrictors.
* Undertake a routine check of Wheelchairs, Reclining Chairs and Nursing Beds.
* To take delegated responsibility for emergency lighting checks and fire alarm tests.
* Undertake delegated responsibilities for the visual check of the firefighting apparatus e.g. Extinguishers and Hydrants.
* Checking of water temperatures of sinks, showers and baths. Keeping accurate records.
* Cleaning shower heads and waste traps.
* Boiler Room: checking water hardness, check water temperatures within the boiler room, keeping accurate records and keep the water softener topped up with salt if applicable.
* Fit shelves and picture hooks in Service User rooms as requested.
* Assist staff with moving furniture as requested.
* Purchase and collection of consumables Control of maintenance stock.
* Ensure a supply of matched paint and undertake running repairs of scuffed paintwork, including painting rooms or corridors.
* Change light bulbs and clean shades as required.
* Ensure that the grounds and car park are free from litter. Ensure bin areas are kept clean & tidy.
* Report to the Home Manger if a particular job falls outside the Training/Skill of the post holder. Liaising with trades and contractors working in the homes.
* It is the responsibility of each employee to be responsible for Health and Safety of Residents, Visitors and Staff, and to report any hazards or potential hazards to the person in charge.
* Must be flexible, assist other maintenance personnel and cover holiday periods.
* Able to be called upon during out of normal working hours.
* Be responsible for the health and safety of self, other staff, residents and visitors under the Health and Safety regulations. Report any hazards or potential hazards to the person in charge or take other appropriate action.
* Adhere to all Sycamore Care Centre Care’s policies & procedures.
* Adhere to the Whistle Blowing Policy.
* Undertake any other duties or training consistent with the role.

**Health & Safety** * **Report immediately to the Home Manager, or person in charge, any illness or infectious nature or accident incurred by a Service User, colleague, self or another.**
* **Understand, and ensure the implementation of, Sycamore Care Centre’s Health and Safety policy, and Emergency and Fire procedures.**
* **Report to the Home Manager, any faulty appliances, damaged furniture, equipment or any potential hazard.**
* **Promote safe working practice within Sycamore Care Centre.**
* **Ensure the security of Sycamore Care Centre is maintained at all times.**

****Skills/Qualifications***** Preferred Experience in Building Trades.
* Electrical, Carpentry, Plumbing, Mechanical Services.
* Working without Immediate Supervision.
 |

This job description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.

Sycamore Care Centre reserves the right to amend this job description from time to time, according to business needs.