

VALLEY HOUSE

MAINTENANCE WORKER

JOB DESCRIPTION

Job Title:	Maintenance Worker
Responsible to:	Facilities Officer
Responsible for:	None
Conditions of service:	40 hours 25 days annual leave per annum Public holidays Plus pension contribution to Valley House stakeholder pension scheme
Salary:	£18,206 p.a.
Location:	Bell Green, Coventry

Description of job purpose, main duties and responsibilities

Job purpose: To ensure that Valley House is a welcoming, safe and well-maintained environment for service users, the public and staff through:

- Undertaking maintenance activities and repairs (including those to domestic appliances), improvements, decorating and gardening.
- Monitoring the standards of regularly used household equipment, furniture, fixtures and fittings within the properties and reporting any required repairs to the Facilities Officer in line with established procedures.
- Cleaning and preparing accommodation units for the arrival of new residents.
- Transporting residents' belongings when moving within the supported accommodation.
- Purchasing household items as authorised – obtaining receipts and keeping accurate records in accordance with established procedures.
- Organising and maintaining inventories for all accommodation units.
- Cleaning communal areas within supported accommodation.
- Cleaning or arranging cleaning of Valley House equipment.
- Organising and ensuring the availability of keys for properties.
- Assisting in allowing access to properties by landlords and contractors as required for inspection or the completion of work.

- Undertaking opening-up and locking-up activities when requested.
- Contributing to routine Health and Safety checks and undertaking any subsequent action as directed by the Facilities Officer.
- Being able to identify fire safety issues around Valley House and the accommodation and take immediate and appropriate action.
- Being able to work unsupervised in supported accommodation, taking account of the responsibilities of working in a service user's home and lone working procedures.
- Being able to understand and identify potential safeguarding issues and reporting any concerns immediately to a senior member of staff.
- Working to information shared regarding issues relating to service users and adhering to the confidentiality requirements of Valley House policies.
- Prioritising workload within the demands of the service and at the direction of the Facilities Officer within agreed timescales.
- Participate in and contributing to individual supervision, team meetings and undertake training and personal/professional development as agreed with the Facilities Officer
- Undertaking other tasks relevant to the post as required by senior Valley House staff.

Whilst every endeavour has been made to outline the duties and responsibilities of the post, this list is not exhaustive

PERSON SPECIFICATION

EXPERIENCE
Experience of carrying out general maintenance tasks – including carpentry, plumbing, electrical, building , plastering, gardening, glazing and decorating
Experience of safely operating and maintaining equipment needed to undertake Maintenance tasks
Experience of undertaking manual and lifting tasks, moving equipment, materials, furniture, site clearance
KNOWLEDGE AND UNDERSTANDING
Be understanding of the need to provide high quality accommodation for vulnerable people
Be sensitive to the needs of residents and ability to maintain professional working relationships
Must have awareness and sensitivity to the social and cultural needs of the community
SKILLS AND ABILITIES
Must have good communication skills, both written and verbal
Must be able to take measurements, meter reading and perform basic numeric skills to enable counting, measuring and cashing handling calculations
Must have, or be willing to acquire knowledge of issues relating to Health and Safety, PAT testing, CORGI and COSHH Regulations
Ability to handle cash, order goods, and manage stock
ADDITIONAL REQUIREMENTS
A current and valid driving licence