

## VALLEY HOUSE

### MAINTENANCE WORKER

#### JOB DESCRIPTION

Responsible to:	Property Services Officer
Responsible for:	N/A
Conditions of service:	<ul style="list-style-type: none"><li>• 37.5 hours per week.</li><li>• 26 days annual leave per annum.</li><li>• Plus 1 additional day's leave for every 2 years of service up to a maximum of 29 days per annum.</li><li>• 8 Public holidays.</li><li>• Pension contribution to Valley House group personal pension scheme.</li></ul>
Salary:	£20,400 per annum
Location:	Valley House premises and/or properties

#### **Main Purpose of Job:**

- To undertake routine maintenance tasks, cleaning, repairs, improvements, decorating and gardening which ensures Valley House premises and properties are welcoming, safe and well-maintained.
- Working as part of a rota, in a flexible way, to ensure maintenance cover is provided Monday to Friday between 8am – 5pm.
- To support the development of trainees within the Maintenance Team.

#### **Key Tasks and Responsibilities:**

- Ensure a high standard of general housekeeping to prepare accommodation units for the arrival of new service users, including cleaning, maintenance and gardening as directed.
- Garden maintenance at Valley House premises and properties.
- Monitor the standards of household equipment, furniture, fixtures and fittings within the properties and carry out appropriate repairs.
- Transport residents' belongings when moving between Valley House properties.
- Purchase household items as authorised – obtaining receipts and keeping accurate records in accordance with established procedures.
- To hold a company credit card and supplier store cards to make purchases up to agreed limits.
- General housekeeping of the communal areas within Valley House properties.
- Assisting in allowing access to properties by landlords and contractors.
- Ensuring security when opening and closing the offices.
- Maintain logs and records as required.
- To work unsupervised in Valley House premises and properties, taking account of the responsibilities of working in a vulnerable service user's home and lone working procedures.
- Identify potential safeguarding issues and report immediately to a senior member of staff.

## **Corporate Responsibilities:**

- Adhere to all Valley House policies.
- Ensure the effective implementation of Valley House Equality and Diversity policies.
- Ensure the service user is at the heart of all service delivery and development.
- Attend all meetings and training relevant to your role.
- Act as an ambassador for Valley House.
- To carry out other duties appropriate to the post as requested by your line manager or other manager or Board member.

1. **Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail**
2. **Workers should not refuse to undertake any work, which is not specified in this Job Description, but they should record any additional duties they perform and these will be taken into account when the post is reviewed.**
3. **Valley House is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to services.**
4. **Valley House is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.**
5. **All posts at Valley House are subject to continued funding.**
6. **This job description may be subject to change by agreement from time to time to reflect the changing needs of Valley House and its funders.**

## PERSON SPECIFICATION

<b>QUALIFICATIONS / EXPERIENCE</b>
Level 2 in Property Maintenance or experience of carrying out general DIY/maintenance tasks including cleaning, basic plumbing, gardening, and decorating.
Experience of safely operating and maintaining equipment needed to undertake DIY tasks.
Experience of undertaking manual and lifting tasks, moving equipment, materials, and furniture.
<b>KNOWLEDGE AND UNDERSTANDING</b>
Understanding of the needs of Valley House service user group.
Ability to maintain professional working relationships.
Basic understanding of Health and Safety.
<b>SKILLS AND ABILITIES</b>
Be flexible and use initiative when dealing with situations.
Ability to work at height.
Good communication skills, both written and verbal.
<b>ADDITIONAL REQUIREMENTS</b>
A current and valid driving licence to use own vehicle and drive the company vehicles.