



Mead Medical Services Ltd

Job Description

JOB TITLE : Handyperson

REPORTS TO: Home Manager

JOB PURPOSE: To carry out day to day maintenance on the building and the grounds to ensure that the Home is maintained in a safe and efficient functional order. Where a third party has been authorised to carry out maintenance or repair work on the site, to arrange and oversee the work done by that party to ensure it is to an acceptable standard.

Qualifications and skills:

- ❖ Previous experience in repairs and maintenance to a safe and high standard
- ❖ Working knowledge of health and safety issues
- ❖ Highly organised but also flexible
- ❖ Good communication skills
- ❖ Team player
- ❖ Valid current driving licence
- ❖ Satisfactory police check and satisfactory check against the relevant registers within the PVG Scheme

Main Responsibilities:

Maintenance

1. Maintain the Home's internal environment, by completing basic repairs and redecoration as and when required.
2. Maintain the Homes external environment, including keeping outbuildings (including sheds) and storage areas clean and tidy, clear snow and grit paths to enable access to the Home. Make sure that outbuilding and sheds are

- accessible at all times by leaving spare keys with the Home Manager or person in charge
3. Where applicable maintain the gardens around the Home by cutting the grass, weeding and planting flower beds, containers and hanging baskets.
 4. Test the fire alarm system and log the results weekly.
 5. Test all portable appliances in line with Company procedures.
 6. Test and record water temperatures in line with Company procedures.
 7. Check call points, fire exits, door retainers and fire emergency lighting in line with Company procedures.
 8. Ensure that all lights are kept clean and replace any defective light bulbs
 9. Complete the tasks logged in the Maintenance Book by other members of staff.
 10. To arrange and/or oversee any third party who has been contracted to perform maintenance services or tasks in or around the Home. Check that the work has been done to an acceptable standard and report back to the Home Manager if the standard of work is not acceptable.
 11. Report and action any known defects to appliances, damaged furniture or equipment and any other potential hazards to the Home Manager
 12. Assist or supervise deliveries to the Home.

Emergencies

1. Be available/on-call for advice or action to help with any emergencies which may arise out of working hours.

Training and Development

1. Attend mandatory training as required
2. Maintain professional knowledge and competence

Health and Safety

1. Complete daily/weekly/monthly health and safety checks e.g. water temperatures, fire records etc and accurately records the results of the checks.
2. Observe Mead Medical Service's Health and Safety Policy and be aware of your personal responsibilities for health and safety and to keep to safe working practices at all times.
3. Adhere to manual handling principles at all times.
4. Ensure that paints and varnish are used and stored according to the manufacturer's instructions.
5. Ensure areas where painting or varnishing work is being done is well ventilated and safe for Service Users, staff and visitors.
6. Ensure that all the fire regulation policies and procedures of Mead Medical Services Ltd are adhered to and complied with.
7. Report faulty appliances, damaged furniture or equipment to the Home Manager.
8. Report immediately to the Home Manager, person in charge, any illness of an infectious nature or accident incurred by a Service User, colleague, yourself or other person connected with the Home.
9. Promote safe working practice in the Home.

Communication

1. Participate in staff and Service Users meetings as and when required
2. Complete weekly timesheets.

Confidentiality

1. Ensure the confidentiality of information gained whilst performing your duties. If you are in any doubt about divulging information about a Service User or the Company's business to a third party, then please seek advice from you manager before communicating such information.

General

1. Work with all other staff to ensure a happy, clean, dignified and safe environment for the Service Users.
2. Respect at all times the privacy of Service Users in their rooms and their property
3. Ensure that the security of the Home is maintained at all times
4. Adhere to all the Company's policies and procedures relevant to this role
5. Ensure that all equipment is clean and well maintained
6. Notify the Home Manager or person in charge as soon as possible if you are unable to report for duty and also when you can return to work after an absence
7. Carry out any other tasks which may be reasonably assigned to you

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

Mead Medical Services reserves the right to amend this job description from time to time according to the needs of the business, but this is a correct reflection of the duties involved at the time of writing.

Any changes will be confirmed in writing. Please note that you share with Mead Medical Services the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.

Please sign and date below to indicate your acceptance of this job description.

Signature: _____

Name: _____ Date: _____