



JOB PROFILE: Estates Caretaker / Cleaner

RESPONSIBLE TO: Estate Services Manager / Estates Services Supervisor

RESPONSIBLE FOR: Nil staff

PURPOSE: To ensure a high standard of cleanliness, tidiness and public safety in Teign Housing owned properties, communal areas and for private customers where applicable.

To work within the Company's Equality and Diversity Policy, Health and Safety Policy, Customer Service and Performance Policies ensuring that these are complied with throughout all activities within the scope of this role to ensure the highest standards of customer care.

KEY ACHIEVEMENT AREAS:

1. To carry out caretaking duties, clean communal and other areas as instructed by the Estate Services Manager / Estates Services Supervisor.
2. Duties will include cleaning, washing, sweeping, vacuum cleaning, emptying of litter bins, polishing and dusting of the areas, which may include toilets, shower areas, fixtures and fittings, using, where appropriate, powered equipment.
3. To Maintain small shrub beds and remove weeds on site using hands tools
4. To operate cleaning machinery in accordance with instructions and report faulty machinery and equipment to the Estate Services Manager / Estates Services Supervisor
5. To collect and remove waste/rubbish from work area to collection point as directed.
6. To litter pick areas and keep litter free.
7. To ensure that materials are stored safely within COSHH guidance and Health & Safety regulations.

8. To use cleaning materials in accordance with manufacturer's instructions including dilution of material as instructed ensuring the appropriate PPE provided by Teign Housing is worn / used.
9. To clean and maintain cleaning equipment as instructed.
10. To ensure that the areas are kept in a clean and hygienic condition.
11. To comply with instructions relating to security and confidentiality and GDPR
12. To attend training and operate cleaning machinery in accordance with instructions and report faulty machinery and equipment to the Estates Services Manager / Estates Services Supervisor.
13. To attend relevant training and observe and comply with the company's Health and Safety Policy and Procedures.
14. To comply with Teign Policy and Procedures relating to security and confidentiality.
15. To ensure that public Health and Safety is always maintained in Teign Housing's communal areas and that appropriate warning signage is displayed when work is in progress.
16. To liaise and communicate with colleagues and appropriate departments within Teign Housing
17. To communicate deal with all tenants and the general public in a friendly, cooperative and courteous manner.
18. To carry out weekly and monthly checklists including lighting and ladder checks as directed by the Estate Services Manager / Estates Services Supervisor.
18. To carry our Vehicle checks and ensure that the vehicle is in a safe condition and all fluid levels are correct
19. To input onto Microsoft forms all positive feedback received on site.

Health and Safety Responsibilities

1. Take responsibility for own Health & Safety and not to put others at risk.
2. To follow all guidance, policies and procedures associated with health and safety and ensure any risk assessments for this role have been read and understood.
3. To comply with all health and safety legislation and regulations associated with the role. If in doubt, contact the Health and Safety Team for help and support.

No job profile can cover every issue, which may arise within the post at various times, and the jobholder is expected to carry out other duties requested by the Estates Services Manager / Estates Services Supervisor from time to time.

Signed:.....

Date: