

Caretaker

Job description & specification

Job Title:	Caretaker
Responsible to:	Centre Manager and Chief Executive
Hours of Work:	The Caretaker will work 39 hours per week in a flexible manner that may include evenings and other times, in accordance with the requirements of the service in LOETB Apprenticeship Services based in Midlands Skills Centre
Salary:	€40,498-€41,729 (pre 2011) €37,389-€41,729 (post 2011) Based on 39 hours week
Annual Leave:	22 days per annum
Contract Type:	Permanent Post

Key Responsibilities

Will have to be flexible with hours of attendance. Carry out appropriate duties as specified by the Centre Manager/Chief Executive

Skills Requirements

Applicants must be flexible, willing to work under direction, work as part of the Centre team and work on their own initiative. They must be honest, confidential, punctual, responsible and must uphold the values of LOETB. They will have the motivation to see what must be done, and complete tasks well.

Duties

Caretakers must conform to Health, Safety and Welfare procedures in all aspects of their work. The following is a list of duties attached to the post of Caretaker:

1. To take care of the premises and its contents and to prevent, as far as possible, any damage to the structure, furniture, fittings and equipment.
2. Site Safety and Inspections: Conduct regular inspections of the site, identifying any potential hazards and addressing them promptly.
3. To open the premises, as required, each morning and at other times as required prior to the commencement of business and to check that heating system is operational and that rooms are adequately heated in season.
4. To close the premises on termination of activities and to ensure that the premises is safely secured for the night, that all doors, windows, etc. are closed and that all controls on central heating systems, radiators, storage heaters, etc are set to come into timely operation in the morning in season.

5. To act as keyholder and, if required, be available for security alarm calls outside of working hours.
6. To keep safe custody of the keys of all rooms in the building and to ensure that no unauthorised person has access to any part of the building.
7. To control the entry and exit of apprentices, visitors, learners, staff and other users to and from the premises and grounds
8. To be available for overtime, if required.
9. To undertake the co-ordination and supervision of the cleaning of the premises and to ensure the property is cleaned to appropriate cleaning standards.
10. Facility Maintenance: Carry out repairs, basic maintenance, and upkeep of the site, including cleaning and organising tools, repairing equipment, and maintaining the structural integrity of the simulated environment.
11. To list promptly all requisitions for repairs to cleaning equipment or replenishing cleaning materials.
12. To remove rubbish & waste materials and to ensure its safe storage pending removal from the premises.
13. To be responsible for the heating of the building(s), to ensure that boilers, burners, etc. are maintained in good working order, to ensure fuel stocks (where appropriate) are maintained at acceptable levels, and to monitor usage to ensure efficient and economic operation.
14. To monitor the electricity usage to ensure efficient and economic operation.
15. To have rooms ready for use at least half an hour prior to use.
16. To move furniture, equipment and materials as required.
17. To carry messages and errands within the premises and to other centres as required.
18. To maintain an oversight of the proper and safe use of car park spaces.
19. To carry out stewarding and other sundry duties.
20. To assist tradesmen, maintenance staff or deliverymen.
21. To assist, as may be required, with the organisation of exhibitions of students' or other works within or without the precincts of the premises.
22. Assist in the upkeep of stores, class materials and other materials for general use.
23. To ensure each day that all fuses, light bulbs (internal and external) and light controls are in order and to replace fuses and bulbs as necessary.
24. To undertake minor maintenance of the premises, such as touching up paintwork, tightening screws in doors, windows, furniture, etc. and to ensure that gutters are kept clear.
25. To carry out grounds maintenance, weeding, mowing and planting, as required and to ensure that the grounds are neat, presentable and free from litter.

26. To test drains occasionally and ensure they are kept clean and functioning properly at all times.
27. Oversee room set up before and after training activities and events including moving furniture, equipment etc.
28. Waste Management and Sustainability: Oversee waste management protocols, including the disposal and recycling of materials, and promote sustainable practices across the site.
29. Emergency Response: Serve as a first point of contact for emergencies, managing any urgent issues related to safety, equipment failure, or incidents on site.

The above is not an exhaustive list as each Centre will have particular requirements. On this basis there is a requirement to carry out such other appropriate duties as may be required and generally carry out such instructions as may, from time to time, be given by the Board, the Chief Executive Officer, the Principal/Centre Manager or responsible officer acting on their behalf.