



Job Description: Maintenance Person

RESPONSIBLE TO: Matron and Directors

Philosophy of Care:

To add life to years, not years to life through holistic care and:

Respect Choice Dignity Spiritual Awareness Diversity

Main Aims of the Job

- To take care of the general maintenance of the home, to ensure that the home is kept in good repair
- To carry out delegated tasks to the best of your ability
- To carry out identified tasks as laid out in the Maintenance folder
- To be able to work as a team under the supervision of the nurse in charge or Matron
- To contribute to the personal needs of the individual resident and ensure they enjoy a good quality of life by ensuring a friendly caring environment
- To help induct, train and supervise junior members of staff in all aspects of their work in the Home when necessary
- To run errands when required
- To work in a responsible and efficient manner, using your initiative and managing the way you carry out your work so that tasks assigned to you are completed in a reasonable time without undue delay.

Key Responsibilities

- To ensure you are prepared to start any given job by planning the event, purchasing equipment required in readiness before you start
- To ensure that Fire tests are made on a weekly basis and document your findings and report back any discrepancies to the Matron
- To ensure staff emergency Fire drills are carried out as requested by the Matron
- To fetch and carry any items to the Health Centre when required
- To collect prescriptions and any other items when required
- To collect or take any person or their belongings when requested to do so
- To escort residents to certain appointments when requested to do so
- To accept delivery of the pads and to distribute them to the appropriate residents' room
- To ensure all rooms are ready for new occupancy in conjunction with the Housekeeper and/or Matron
- To ensure the central heating and hot water system is in fully working order
- To undertake any tasks that you feel able to carry out to the best of your knowledge
- To inform the matron or responsible individual if you feel certain jobs are outside of your remit
- To complete the jobs laid out in the maintenance folder in the appropriate time scale i.e. Water checks, Emergency lighting and Fire Extinguisher checks, Window Restrictor checks, etc
- To clean all vents in the kitchen on a monthly basis
- To clean the dryer vents in the laundry on a monthly basis

General

- To attend and participate in staff meetings and attend all mandatory training when required
- To attend supervision and appraisals ensuring that you have prepared for these when required
- To attend any other training when a need has been identified
- In the event of other suitable staff being unavailable to assist with domestic duties in the home including cooking cleaning and laundry when the need arises if you are able to do so to the best of your ability
- To communicate effectively with other staff, relatives and visitors including professional agencies regarding residents
- To answer the door and telephone appropriately. Respond accordingly, and pass on messages promptly Make visitors feel welcome. Provide refreshments/assistance when required
- To report any faults/defects in the Home to the appropriate person or the nurse in charge
- To be fully aware of the fire policy and the awareness of food hygiene regulations
- To ensure you are familiar with all current policies and procedures and understand your duty to comply and implement them when necessary
- To wear appropriate clothing
- To be aware of the residents' confidentiality at all times especially regarding the use of the walkie talkies
- Ensure that you do not use a mobile telephone while on duty (unless you are carrying out duties outside of the home). You must not answer or make any calls whilst driving.
- To ensure that all information of a confidential nature gained in the course of duty is not divulged to third parties
- To keep all records of work completed after each shift as required by us
- Understand your duty to whistleblow if you witness bad practice or harm to a resident within the Home
- To wear an identification badge at all times
- To promote and ensure the good reputation of the Home at all times

Health and Safety

- To ensure that you work in a safe environment in accordance with the Health and Safety at Work Act
- To assist in the maintenance of a Safe and Healthy Working environment by understanding and ensuring adherence to the Homes' Health and Safety Policy and Procedures including Fire
- Be aware and understand COSHH (Control Of Substances Hazardous to Health)
- To ensure that all COSHH records are maintained and updated when necessary
- To practice and promote safe working practices within the Home
- To take responsibility for your own health and safety and that of others who may be affected by your acts or omissions
- To be fully aware and comply with infection control policies and procedures and appropriate hand hygiene technique
- To report immediately to the Nurse in charge, any illness of an infectious nature or accident incurred by a resident, colleague, self or another
- To report to the Matron, or Nurse in charge of any faults, damaged furniture, faulty appliances, equipment or any potential hazard

- The Home has adopted a NO SMOKING policy which applies to all posts within the Home. Smoking may be carried out in a designated area which can be found on the ground floor beside the back steps. The outside door is to be kept closed at all times to prevent the smell of smoke coming back into the Home

This job description is intended to give the post holder an appreciation of the role envisaged and the range of duties required. However, it is not definitive and may be subject to periodic review. In accordance with your contract of employment, you may be required to undertake any duties within your capabilities as required by us.

Qualifications, Training and Experience

- Previous experience is essential
- To have a genuine interest in caring for older people
- To be willing to participate in Training Programmes as required
- To have good communication skills
- To have the ability to work effectively within a team environment
- Car driver essential