

**CARETAKER LOCAL DUTIES**

**(ROLE PROFILE 2137)**

Duties

- Ensure a clean, safe and well maintained site
- Line manage site cleaners and ensure the level of cleanliness is achieved and maintained
- Assist with cleaning duties as required
- Monitor performance of contractors
- Raise jobs through HCC portal and liaise with HCC and other agencies
- Carry out minor repairs to buildings/equipment, assess condition of fittings
- Carry out redecoration of the site
- Carry out minor ground works and monitoring of Ground contractors
- Monitor stocks and notify appropriate manager of requirements to maintain an effective cleaning/site service
- Carry out driving duties including collection of orders and cross site visits/works
- Act as principal key holder in emergencies, lock and unlock site Daily