

UNISON

SCOTLAND

PART TIME CARETAKER R7/100

POST	:	CARETAKER
GRADE	:	10
SALARY	:	£17,753 (pro rata)
HOURS	:	12 Hours per week 3.30pm – 5.30pm Monday – Wednesday 2.30pm – 5.30pm Thursday - Friday
LOCATION	:	BELFORD ROAD EDINBURGH
REPORTS TO	:	OFFICE MANAGER
ACCOUNTABLE TO	:	OFFICE MANAGER

KEY TASKS AND RESPONSIBILITIES

Maintenance

Maintenance of the above premises in the following categories:

- Security
- Heating and Lighting
- Building and Car Parks
- Cleaning Standards
- Print/post/stationery room - ensuring supplies are received and organised accordingly

Ensure safety check and maintenance agreements are renewed in respect of:

- Lifts
- Fire Extinguishers
- Boiler and Heating Systems
- Electric's
- Water Supplies
- Smoke and Fire Alarm Systems

PRINT/MAIL FUNCTION

- Opening, allocating, distributing incoming mail.
- Collecting, processing, closing outgoing mail.
- Ensure mail is collected nightly.
- Ensure the mailroom is kept neat and tidy and is working effectively and efficiently.
- Reports promptly to the Assistant Regional Administrator any failure in mailroom equipment.

GENERAL

- To ensure the building meets Health & Safety Regulations, i.e. all exit routes are kept clear of obstruction, all areas are safe and free of hazards, etc.
- To make regular checks of all of the premises and report to the Assistant Regional Administrator any defects or repairs required as necessary.
- To liaise and oversee work carried out by Contractors, i.e. window cleaning, plumbing, electrical repairs, etc.
- To assist in the transfer and removal of furniture and equipment.
- The postholder will be a named key holder on the Police 'Key Holder' list for call-outs.
- Responsible for Conference Room bookings, equipment requests and layout of rooms according to daily schedules of meetings.
- To make available liquid refreshment to visitors within the canteen areas as and when required.
- Organise layout of catering for functions as and when required.
- Responsible for distribution of faxes and telephone messages at regular intervals throughout the day.
- To undertake such other duties and responsibilities as directed by the Assistant Regional Administrator as consistent with the status of the post.

PART TIME CARETAKER

PERSON SPECIFICATION

UNISON is an equal opportunities employer, committed to providing equal opportunities regardless of race, marital status, gender, sexuality, disablement or age. This Person Specification is designed to help member of Interviewing Panels judge the qualities of the interviewees in a systematic and consistent way and in accordance with UNISON's equal opportunities policy. It is given to all job applicants for information.

COMMUNICATIONS

- Good communication skills to liaise with other staff, contractors and suppliers.

SKILLS/ABILITIES

- Experience in all aspects of maintenance of business premises
- Must have an understanding of Health & Safety issues
- Knowledge of Print Room/Mail Room function
- Ability to undertake full range of duties including Manual Handling as required
- Refuse collection

SOCIAL

- Use own initiative
- Able to keep accurate records