

Lukka Care Homes

JOB DESCRIPTION

ROLE:	Handyperson
RESPONSIBLE TO:	Home Manager
REPORTS TO:	Home Manager
AIMS:	To provide a comprehensive maintenance programme to the Home. To ensure the upkeep of the building fabric and to enhance the residents quality of life by providing well kept gardens for their pleasure.

RESPONSIBILITIES:

- ⇒ To ensure that the grounds are kept in good order and are laid out attractively for the pleasure of the residents.
- ⇒ To ensure that there are no external obstacles that would put the individual at risk.
- ⇒ To have a reasonable understanding as to the position of all fuse boxes and isolation points for water and gas, both to the whole building and to individual areas of the building.
- ⇒ To ensure that the fabric of the building is maintained at all times and that repairs are executed immediately when found, or reported to the Manager if an outside contractor is required to undertake the work.
- ⇒ To check the repair book when on duty to ensure that all repairs are dealt with immediately.
- ⇒ To regularly check the Fire Alarm Systems, Emergency Lighting, Smoke Detection Equipment and report any failures immediately to the Manager.
- ⇒ To check the Fire Appliances regularly and ensure that they are always ready for use.
- ⇒ To ensure that all electric lights throughout the Nursing Home are in good working order, including fire exit lighting and replace defective bulbs.
- ⇒ To ensure the maintenance of all equipment in the Nursing Home and effect necessary repairs.
- ⇒ To ensure that all doors and closures are oiled regularly.
- ⇒ To ensure that the Nurse Call System is in good working order at all times.
- ⇒ You should have access to your own transport to enable you to run errands for the Home. You will be reimbursed your mileage at the current mileage rate.

PLEASE SIGN AND DATE BELOW AND RETURN THIS DOCUMENT TO YOUR HOME MANAGER

Employee Signature: Date: