**Job Description**

**Maintenance Person**

**Reports to:** Operations Manager

**Job Summary**

Ensuring the upkeep and maintenance of the home’s sites, buildings, mechanical systems, specialist equipment and general contents.

**Person Specification**

**Knowledge and Expertise**

* Good listening and communication skills
* Capable of prioritising a busy and varied workload
* Flexible, can-do attitude
* Friendly and Polite
* Ability to work as a team and independently
* Excellent problem solving

**Responsibilities**

* Ensure that the practice premises are well-maintained and safe
* Basic wheelchair repairs
* Adjusting door hinges
* Hanging pictures, mirrors, clocks etc.
* Rehanging curtains
* Replacing tiles in kitchens and bathrooms
* Refix grab rails
* Replace lock assemblies
* Basic furniture repairs
* Fill cracks in walls and ceilings
* Painting and decorating
* Altering/refitting carpets
* Install shelving
* Changing light bulbs
* Minor plumbing repairs
* Garden Maintenance
* Tidying external areas from debris and rubbish
* Clear snow and grit/salting pathways
* General errands as required including occasional driving e.g to collect goods

**The above list is not exhaustive but gives an indication of the scope of duties to be undertaken.**

**Data Protection**

* The Company’s Data Protection Policy is available on the Vida Policies platform. All job roles within Vida Healthcare are required to adhere to the Company’s Data Protection Policy at all times when handling personal data in the course of executing their role responsibilities. Failure to comply with the Company’s Data Protection Policy may be dealt with under the Company’s disciplinary procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

**General requirements**

* Adhere at all times to Company Health and Safety Policies and maintain a clean, uncluttered, and safe environment for residents, members of the public, and staff.
* Adhere at all times to Company Policies relating to Conduct including Confidentiality Policy, Smoke-Free Policy, Standards of Attendance, Appearance, and Behaviour.
* Take responsibility for their own ongoing learning and development in order to maximise their potential.
* Represent Vida Healthcare to provide the highest possible standard of service to residents and members of the public, by treating all those one comes into contact with in the course of one’s work in a pleasant, courteous and respectful manner.
* Staff at Vida Healthcare will share the Company’s values and commitment to providing the highest quality, compassionate care.
* The maintenance person, along with all other roles within the Company, carries the responsibility for safeguarding and promoting the welfare of our residents.

This job description indicates the main duties and responsibilities of the post. It is not intended as a complete list and may be subject to review periodically in light of the needs of the Company.

**Name of Jobholder: …………………………………………………………………………………**

**Signature of Jobholder: ………………………………………………………………………….**

**Date: ……………………………………………………………………………………………………..**