**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_NURSING HOME**

JOB DESCRIPTION

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| --- | --- |
| **JOB TITLE**  **RESPONSIBLE TO**  **HOURS OF WORK** | **: MAINTENANCE HANDYMAN**  **: HOME MANAGER / DEPUTY**  **:** |

## Person Specification

|  |  |  |
| --- | --- | --- |
| **Requirements** | **Essential** | **Desirable** |
| **Knowledge/qualification in appropriate trade** | Essential |  |
| **Ability to problem solve** | Essential |  |
| Physically able to do the job | Essential |  |
| **Knowledge of Health & Safety legislation** | Essential |  |
| **Positive attitude** | Essential |  |
| **Knowledge of ‘Care of the Elderly’** |  | **Desirable** |
| **Understanding of residents’ rights** |  | Desirable |
| **Knowledge of dementia** |  | Desirable |

## Company Background

The Randolph Hill Group operates nursing homes offering long and short-term care to those with particular medical needs, especially frail elderly people. Each Home’s philosophy is to provide competent, skilled and empathetic individual care.

**The Company is committed to future expansion. Therefore each unit must operate on a professional business basis, maintaining budgeted profit margins.**

**Job Purpose**

**To ensure a safe home and trouble-free environment for residents, relatives and staff**

**To uphold residents' participation strategy**

**To ensure the building is in good repair and presents a well-cared for look, in keeping with the company image**

**To treat colleagues with respect and ensure teamwork is good**

## Main Duties and Responsibilities

To report major maintenance problems to the manager and await instructions

**To liaise with Facilities Manager for advice**

**To communicate hazards/information to all staff, using ‘communications book’ and notices**

**To ensure quotes are received from all proposed trades people and agreement by superiors reached prior to authorisation being given**

To carry out general maintenance to fabric and furnishings so as to present a safe and satisfactory environment

**To attend to general cleanliness of areas surrounding the home**

**To ensure that paintwork on walls and ceilings is at all times in good repair, both inside and outside**

**To purchase materials for repairs from local suppliers**

**To maintain company equipment and tools to a safe and efficient level**

**To produce receipts for all goods purchased**

**To document outcomes in ‘Maintenance Book’**

To carry out regular checks on identified equipment, alerting management to non-conformance to satisfactory repair

**To maintain confidentiality over residents' information**

**To adhere to company uniform policy**

**This job description indicates main duties and responsibilities of the post. It is not intended as an exhaustive list.**

**Please sign, print your name and date below to indicate your acceptance of this job description**

### Signature of Staff Member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_