

JOB DESCRIPTION

Job Title:	Janitor
Directorate:	North London and East of England
Location:	Thurrock accommodation services
Reporting to:	Service Manager / Deputy Manager
Responsible for:	N/A

PURPOSE OF THE JOB

To carry out basic maintenance work and cleaning of the project.

KEY RESPONSIBILITIES

1. Carry out maintenance functions, e.g. plumbing, painting, woodwork, electrics, tiling and general repairs, void redecoration.
2. Complete legionnaires monitoring and associated works as per policy and procedure and address issues as required.
3. Record and report all maintenance work completed.
4. Maintain stock control records for bedding supplies.
5. Cleaning materials stock control.
6. Use email and computer based systems as necessary.
7. Liaise and co-operate with St Mungo's and external maintenance contractors as required.
8. Understand and ensure compliance with all health and safety policies.
9. Be familiar with the fire alarm system and master key system and the location of the mains switches and stopcocks.
10. Undertake garden maintenance work.
11. Dispose of refuse as necessary.
12. Clear and clean the rooms of residents who have left.
13. Participate in a cyclical cleaning program throughout the year - cleaning of walls, wood work, floor cleaning, carpet and upholstery shampooing etc.
14. Ensure that the external areas are clean, tidy and well maintained.

15. Report any incidents promptly to the relevant manager.
16. Any other duties as reasonably required by your line manager.

GENERAL

- Adhere to St Mungo's Policies and Procedures at all times.
- Cover for other members of the team and division as necessary.
- Being proactive in reviewing and evaluating own performance and identifying and acting upon areas for improvement and development.
- Undertaking, as required, any other duties compatible with the level and nature of the post and/or reasonably required by more senior members of staff.
- Attend and participate in divisional and team meetings and other meetings as required.

This job description covers the current range of duties and will be reviewed from time to time. It is St Mungo's aim to reach agreement on changes, but if agreement is not possible, St Mungo's reserves the right to change this job description.

PERSON SPECIFICATION

Janitor

Although we are keeping direct experience/knowledge requirements to a minimum, we do need you to use the application form or covering letter to demonstrate your capabilities in relation to each of the points. Where relevant use your answers to illustrate how your competences have helped you achieve positive results. This will give you the best possible chance of being shortlisted.

ESSENTIAL REQUIREMENTS

Experience

1. Experience and proven ability in basic maintenance skills
2. Experience and understanding of cleaning and hygiene

Skills, Knowledge and Abilities

3. Understanding of health and safety issues
4. Ability to manage a physically demanding workload
5. Ability to maintain basic written records
6. Ability to cope with clients who may display challenging behaviour

The following are required of all roles with St Mungo's. However, you do not need to address these in your application.

- Genuine interest in and commitment to St Mungo's work and client group.
- An understanding of and commitment to diversity & equality
- Willingness and ability to work shifts including evenings, weekends, bank holidays including Christmas Eve/ Day and New Year's Eve/ Day
- Willingness to work flexibly in response to changing organisational requirements.

In the selection and interview process, we will be assessing candidates against the following competencies:

COMPETENCY	PRIMARY INDICATORS
Improving and Innovating	<input type="checkbox"/> Is client and customer focused <input type="checkbox"/> Is open to new ideas, improvement and change <input type="checkbox"/> Handles situations and problems with innovation and creativity <input type="checkbox"/> Shows commercial and financial awareness
Interacting and Influencing	<input type="checkbox"/> Takes responsibility and demonstrates values-driven leadership <input type="checkbox"/> Shows self-awareness <input type="checkbox"/> Works well with other people <input type="checkbox"/> Collaborates and networks effectively internally and externally <input type="checkbox"/> Shows sound communication and influencing skills
Understanding and Doing	<input type="checkbox"/> Able to find and analyse relevant written and numerical information and use it to make sound judgements <input type="checkbox"/> Able to think strategically <input type="checkbox"/> Demonstrates the necessary technical skills and aptitudes at the level that are required for the role <input type="checkbox"/> Has good writing skills at the level required for the job <input type="checkbox"/> Plans, organises and manages time well <input type="checkbox"/> Demonstrates compliance and accountability
Involving and Including	<input type="checkbox"/> Builds client/stakeholder involvement into all activities <input type="checkbox"/> Aware of own level of cultural competence and proactively seeks to develop <input type="checkbox"/> Actively promotes equality, diversity and inclusion among colleagues and clients.
Managing and Empowering (for managers only)	<input type="checkbox"/> Builds a high performing team <input type="checkbox"/> Provides staff with clear direction and support <input type="checkbox"/> Motivates, supports, enables and promotes the wellbeing of their team <input type="checkbox"/> Manages the operational aspects of their function efficiently <input type="checkbox"/> Implements plans, strategies and services effectively <input type="checkbox"/> Actively contributes to service growth