



Example of Caretaker Job Description

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Our growing company is looking to fill the role of caretaker. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for caretaker

- Check the correct function of the heating system, the hot water system, the lighting and for damage to building fabric, at the start of the day and before locking premises at night and report any faults in accordance with the Council's reporting procedures for the Premises
- Check for running taps and turn off
- Replace defective fluorescent light tubes or electric light bulbs or bulbs with tubes supplied by the Customer
- Refill soap, toilet paper & hand towels with materials supplied by the Customer
- Ensure that all materials supplied by the Customer are not wasted and that the Premises Supervisor is kept informed of the stock position
- Keep all outside hard surface areas clear of rubbish, leaves and dirt
- Keep access paths free of ice & snow to enable safe ingress & egress to the Premises, apply the supplied salt to the affected areas
- Empty external litter bins
- Carry out general portorage duties, such as moving goods delivered, moving furniture and setting out desks and chairs
- Check for likely fire hazards, smouldering waste paper placed in waste paper bins and baskets

Qualifications for caretaker

- Assisting with the cleaning of the premises in the absence of the cleaning

- Grounds maintenance and keeping clean and tidy the building surrounds, including garages and car wash
- Perform mail room and general courier duties as required to ensure a smooth running courier and driving service
- Cleaning Police owned vehicles, conducting checks and routine maintenance of own dedicated vehicles
- Monthly monitoring of the bulk fuel levels to ensure fuel stocks are maintained
- Hold a full driving licence for manual cars including category D1 – up to and including 7.5 kg vehicles