



**JOB DESCRIPTION – WOODFIELD 24 CARETAKER**

<b>Job Title:</b>	Caretaker
<b>Reports to:</b>	Deputy Manager
<b>Accountable to:</b>	Registered Manager
<b>Salary:</b>	£8.91 per hour plus Annual Holiday entitlement
<b>Location:</b>	The Woodfield 24 Care Services is registered to Cherry Tree Court on the RDaSH Tickhill Site in Balby, Doncaster. The postholder will predominately be based at this location and the wider Woodfield Park site, but occasional travel may be required at the reasonable discretion of the company.
<b>Working Hours:</b>	8 hours per week, over 4 days (15:00 – 17:00 flexible days by agreement)
<b>About Us:</b>	<p>Woodfield 24 is a specialist provider of end-of-life care and support that enables our patients to remain at home with their family as they enter the final stages of their life. We plan and coordinate the care with the patient to ensure their safety, comfort and wishes are met at all times. The service is now well established in Doncaster and continues to grow and develop. Cherry Tree Court serves as the main hub for the service and includes office space, a bereavement and family room, a free-to-access community space, staff room and a contemplation garden. The space is utilised by our 60+ strong care team, our patients and their families and other community groups.</p> <p>Woodfield 24 is part of Flourish Enterprises which is a Community Interest Company. Flourish is a not-for-profit social enterprise meaning any surplus funds made are reinvested back into community led activity.</p> <p>Flourish exists exclusively to promote social mobility, wellbeing, opportunities and work with our partners to deliver a positive and lasting social impact. As part of our services, we provide work and vocational opportunities to people with mental health needs, learning disabilities and to those that have suffered any form of setback and who would benefit from support to get back in to work or education.</p>
<b>Role Overview:</b>	<p>The post-holder will work as part of the Woodfield 24 team at Woodfield Park in the provision and delivery of domestic services, community event preparation and light maintenance duties primarily at Cherry Tree Court.</p> <p>A range of duties are covered including cleaning, maintenance and managing stock in line with legislative and local policy and procedures. This will include all internal and external areas at Cherry Tree Court along with areas of the wider Woodfield Park site.</p>



<p><b>What You Will be Doing:</b></p>	<ul style="list-style-type: none"> <li>• Set up, arrange and remove tables, chairs, decorations and equipment to prepare our community spaces for events;</li> <li>• Move heavy furniture, equipment and supplies either manually or by using hand truck;</li> <li>• Service, clean and supply restrooms;</li> <li>• General cleaning duties including cleaning and polishing floors, furniture and fixtures, cleaning windows, glass partitions and mirrors, dusting furniture, walls and machines;</li> <li>• Light gardening duties to maintain the health and attractiveness of our outside green spaces;</li> <li>• Responsibility for cleaning and clearing of outdoor space and areas of the wider Woodfield Park site;</li> <li>• Carry out basic Health &amp; Safety checks to ensure compliance with regulations;</li> <li>• Report repairs or areas of risk accordingly;</li> <li>• Maintain a clean and tidy appearance and wear protective clothing provided in accordance with departmental uniform standards;</li> <li>• Effective disposal of waste;</li> <li>• To advise supervisors of stock levels to ensure a seamless service provision;</li> <li>• To participate in the efficient and effective adherence to cleaning schedules;</li> <li>• Adhere to Policies and Procedures relating to support services e.g. Health &amp; Safety, COSHH regulations, Infection Control, Waste Disposal;</li> <li>• To maintain records as determined by the supervisor/ managers in compliance with audit requirements, reporting ant defects to the Registered Manager;</li> <li>• Participate and contribute to team meetings;</li> <li>• Carry out the safe operation of machinery and equipment;</li> <li>• Maintain a clean and tidy appearance and wear protective clothing provided in accordance with departmental standards;</li> <li>• Support service users and volunteers in area related duties;</li> <li>• Adhere to Flourish policies and procedures;</li> <li>• Attend statutory and mandatory training as appropriate;</li> <li>• Undertake duties in line with work programmes agreed with the department Supervisor.</li> </ul>
<p><b>Who We Are Looking For (person specification)</b></p>	<p>We are looking for the following skills, knowledge and attributes to be successful in this role:</p> <ul style="list-style-type: none"> <li>• Previous experience of cleaning and/or light building maintenance;</li> <li>• No specific qualifications are required as full training to be given at induction and on the job, however any relevant qualification would be desirable;</li> <li>• A basic Knowledge of Health and Safety and basic understanding of COSHH;</li> <li>• Ability to understand and adhere to standards and procedures;</li> <li>• Good interpersonal skills with the ability to work as a team member;</li> <li>• Ability to operate cleaning machinery and basic power tools;</li> <li>• Any previous caretaker/janitor experience would be desirable;</li> <li>• Good communication skills and ability to deliver excellent customer service;</li> <li>• An ability to organise your duties working both on you own and also as part of a wider team;</li> </ul>



	<ul style="list-style-type: none"><li>• Ability to work with and share knowledge with our Service users and volunteers on a day-to-day basis;</li><li>• High levels of commitment to and pride in completing tasks to their desired outcome;</li><li>• Willingness and enthusiasm to share the story and work we do with our visitors to help bring areas of Woodfield24 and Flourish to life.</li></ul>
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This job description is accurate at the point of advertising but can be subject by mutual agreement to change.

To apply for the post please email your CV and a covering letter detailing how you meet the criteria set out in the person specification to [woodfield.twenty-four@nhs.net](mailto:woodfield.twenty-four@nhs.net) or a physical copy can be dropped in, marked for the attention of:

Registered Manager  
Woodfield 24 Care Services  
Cherry Tree Court  
Woodfield Park  
Balby  
Doncaster  
South Yorkshire  
DN4 8QN

**The closing date for applications is 5pm on Friday 16<sup>th</sup> July 2021.**