

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Janitor</b>
<b>Directorate:</b>	<b>Various dependant on location</b>
<b>Location:</b>	<b>Various dependant on location</b>
<b>Reporting to:</b>	<b>Service Manager</b>
<b>Responsible for:</b>	<b>n/a</b>

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## PURPOSE OF THE JOB

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

## KEY RESPONSIBILITIES

- Carry out maintenance functions, e.g. plumbing, internal and external decorations, electrics, carpentry, locksmith and general repairs.
- Complete legionnaires monitoring and associated works as per policy and procedure and address issues as required.
- Record and report all maintenance work completed.
- Maintain stock control records for bedding supplies and cleaning materials stock control.
- Use email and computer-based systems as necessary.
- Liaise and co-operate with St Mungo's and external maintenance contractors as required.
- Demonstrate good communication skills and a high standard of customer service with internal and external partners.
- Understand and ensure compliance with all health and safety policies.
- Be familiar with the fire alarm system and master key system and the location of the mains switches and stopcocks.
- Undertake garden maintenance work
- Dispose of refuse as necessary.
- Clear and clean the rooms of residents who have left.
- Participate in a cyclical cleaning programme throughout the year - cleaning of walls, woodwork, floor scrubbing, carpet and upholstery shampooing etc.
- Ensure that the external areas are clean, tidy and well maintained.
- Report any incidents promptly to the relevant manager.
- Any other duties as reasonably required by your line manager.
- Accurately record any relevant purchases.

## 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**

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**Although we are keeping direct experience/knowledge requirements to a minimum, we do need you to use the application form or supporting statement to demonstrate your capabilities, in relation to the essential requirements in the person specification below. Where relevant use your answers to illustrate how your competences have helped you achieve positive results.**

#### **ESSENTIAL REQUIREMENTS**

**Experience, Skills, Knowledge and Abilities required for your application:**

1. Experience and proven ability in basic maintenance skills.
2. Experience and understanding of cleaning and hygiene.
3. Understanding of health and safety issues.
4. Ability to maintain basic written records and oversee and record relevant purchases correctly.

**The below criteria will be tested at different stages of the recruitment process, and throughout induction and training if you are successful:**

5. Ability to manage a physically demanding workload.
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:**

<b>COMPETENCY</b>	<b>PRIMARY INDICATORS</b>
<b>Improving and Innovating</b>	<ul style="list-style-type: none"> <li>• Is open to new ideas, improvement and change.</li> <li>• Handles situations and problems with innovation and creativity.</li> <li>• Shows commercial and financial awareness.</li> </ul>
<b>Interacting and Influencing</b>	<ul style="list-style-type: none"> <li>• Takes responsibility and demonstrates values-driven leadership.</li> <li>• Shows self-awareness.</li> <li>• Works well with other people.</li> <li>• Collaborates and networks effectively internally and externally.</li> <li>• Shows sound communication and influencing skills.</li> </ul>
<b>Understanding and Doing</b>	<ul style="list-style-type: none"> <li>• Able to find and analyse relevant written and numerical information and use it to make sound judgements.</li> <li>• Able to think strategically.</li> <li>• Demonstrates the necessary technical skills and aptitudes at the level that are required for the role.</li> <li>• Has good writing skills at the level required for the job.</li> <li>• Plans, organises and manages time well.</li> <li>• Demonstrates compliance and accountability.</li> </ul>
<b>Involving and Including</b>	<ul style="list-style-type: none"> <li>• Builds client/stakeholder involvement into all activities.</li> <li>• Is client and customer focused.</li> <li>• Aware of own level of cultural competence and proactively seeks to develop.</li> <li>• Actively promotes equality, diversity and inclusion among colleagues and clients.</li> </ul>
<b>Managing and Empowering (for managers only)</b>	<ul style="list-style-type: none"> <li>• Builds a high performing team.</li> <li>• Provides staff with clear direction and support.</li> <li>• Motivates, supports, enables and promotes the wellbeing of their team.</li> <li>• Manages the operational aspects of their function efficiently.</li> <li>• Implements plans, strategies and services effectively.</li> <li>• Actively contributes to service growth.</li> </ul>