



Job Description for The Friends Centre

Job Details

Job Title:	Caretaker / Driver / General Assistant
Location:	The Friends Centre, Greenwood Road, Brixham.
Hourly Rate:	£8.50 per hour
Contract Type:	Permanent
Hours	27.5 hours per week Monday to Friday 8.00am – 11am and 3.30pm – 6.00pm with the potential for more hours in the future

Job Purpose

The purpose of this role is to collect clients from their homes at the beginning of the day and return them safely to their home at the end of the day care session.

Once clients are safely inside the centre, the post holder may be required to do a variety of tasks to support the day-to-day running of the centre. This could involve taking and sorting deliveries, general maintenance and cleaning. The job holder may also be required to take clients on and support any day trips or visits during day care hours.

The post holder will be a key member of BDC - The Friends Centre team.

Job Role

Strengths Based Working (*Respect and Dignity*)

- Working as part of a team to support clients in maximising their independence

Individualised Approach (*Everyone Counts*)

- Apply a person centred approach to all that you do
- Kind and caring approach

Quality (*Commitment to Quality of Care*)

- Adhere to the high standard of safety
- Provide excellent customer service to all clients

Partnership and Collaborative Working (*Working Together for People*)

- Work as part of a team to provide a high quality services to those using The Friends Centre services

Managing Connections and Relationships (*Compassion*)

- Working alongside clients, staff and the community to deliver an excellent service

Service Delivery and Improvement (*Improving Lives*)

- Strive to deliver the best service possible to clients
 - Seek and implement improvements to your service area
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Primary Duties and Areas of Responsibilities

Communication and Working Relationships

- Regularly liaise with team leader about events and excursions that may take place and require support.
- Take part in 1-1 supervision sessions as required with line manager
- Work as part of team to support clients and running of centre

Caretaker / Cleaning Responsibilities

- To open up and close The Friends Centre ensuring all alarm systems and entries are secure.
- Open/Close blinds throughout the centre.
- To take responsibility to ensure the workplace is kept clean and tidy so that it is safe for all other users of that area.
- To be responsible for the security of the premises and its contents, including undertaking key holder responsibilities, involving locking/unlocking premises, checking and securing windows and internal doors, activating and switching off alarm systems, etc. Ideally living within Brixham to be available to answer emergencies outside of regular working hours.
- To undertake portage and caretaker duties, including moving goods and furniture, minor repairs to property, fixtures, fittings and equipment.
- To take responsibility for the duties associated with a reasonable number of evening and weekend lettings, to be paid as overtime at the same hourly rate, if needed.
- Sweeping, vacuuming, mopping and washing of the floors, sinks and toilets and ensure all the rooms are left clean and stocked.
- Emptying of waste paper bins throughout the building including the main rubbish bin in the kitchen.
- Dusting of surfaces such as window ledges and furniture.

Planning and Organisation

- Ensure that all journeys are made by the shortest and safest route that is suitable for the type of vehicle
- Ensure that clients and the centre can be contacted should an issue arise with transportation
- Ensure that clients arrive on time for their day care sessions, any excursions and arrive home safely.

Responsibility and Accountability

- Driving the mini bus in a careful and considerate manner
- The post holder must comply with road traffic legislation, the highway code, speed limits and laws at all times
- Help clients get in and out of the mini bus and ensure they are sitting safely and securely in a seat
- Receive deliveries of good and ensure they are moved safely and promptly to the correct storage area
- Set up and prepare rooms accordingly setting out tables, chairs any electrical equipment etc) as requested by centre manager
- Ensure clients receive any necessary care and support throughout the day as required by the centre manager
- To provide other reasonable duties/services that may fall within the scope of the job as requested by the company

Policy and Service Responsibility (Suggested Sub Heading)

- Abide by Brixham Does Care's policies and procedures at all times
- Comply with health and safety at work Act in relation to the vehicle

Responsibility for Equipment and other resources

- To maintain the security of the vehicle at all times
- Check the vehicle is roadworthy at the start of each shift
- Report any damage/defect caused or incurred whilst you are driving or found by you upon inspection and document this accordingly
- If involved in an accident, whether on a road or not, to report the accident to the Centre manager as soon as possible and complete the relevant paperwork, in line with BDC policies and procedures.
- Ensure high standards of cleanliness and general upkeep of the vehicle
- Perform routine vehicle maintenance such as regulating tyre pressures, checking and adding fuel, oil and water
- Test vehicle equipment such as lights (an replace bulbs as necessary), brakes, horn, sensors or windshield wipers, etc to ensure proper operation

Administrative Duties

- To correctly maintain any documentation relating to the vehicle
- Record fuel and retain receipts in line with Trust policies and procedures
- Keep mandatory training up to date
- Attend any courses that may be relevant to your job role
- Attend and contribute to meetings where required

Confidentiality and Information Governance

You must ensure that you adhere to the relevant BDC guidance in relation to Confidentiality and Information Governance, which includes the collection and sharing of information in relation to staff, clients, relatives, partner organisations and third parties.

Disclosure and Barring Service (DBS)

All applicants who are offered employment will be subject to a criminal record check from the Disclosure and Barring Service. This includes details of cautions, reprimands, final warnings, as well as convictions. Further information is available from the Disclosure and Barring Service at www.homeoffice.gov.uk

Equal Opportunities

You must ensure that you treat members of staff, clients and visitors with dignity and respect at all times and report any breaches that you witness to the appropriate manager.

Health and Safety

You must co-operate with management in discharging its responsibilities under the Health and Safety at Work Act 1974 and take reasonable health and safety precautions for yourself and others and ensure the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

Wellbeing

Our commitment to staff health and wellbeing looks at supporting our staff as 'whole' individuals. Staff are asked to be open about wellbeing issues at work, and have a responsibility to look after and manage their own health and wellbeing and to be mindful of the health of others. Preventative discussions are encouraged with line managers and staff asked to seek support and advice when mental health or physical health issues start to develop so that support can be accessed.

Safeguarding Children and Adults at Risk

BDC is committed to safeguarding and promoting the welfare of children and adults at risk and is dedicated to robust recruitment checks. Every employee has a responsibility for safeguarding and the protection of children and adults at risk. As such if the post holder witnesses, suspects or is told that abuse is occurring they have a duty to report the incident. Please refer to the BDC policies on Safeguarding Children and Vulnerable Adults.

Please email your CV and covering letter detailing a full personal statement of how you feel you would be suitable for this role to director@brixhamdoescare.co.uk FAO Emma. Alternatively, please hand your CV and personal statement in to the BDC offices, in the Town Hall, New Road, Brixham.

For further information please call in, or contact **James - Brixham Does Care Manager** or **Emma – Brixham Does Care Director** on **01803 857727**.

PERSON SPECIFICATION

Attributes	Essential	Desirable	Assessment Method
Qualifications and Training	Full, clean UK driving licence	Knowledge of Brixham and the local area	
Knowledge and Skills	A competent driver. Excellent cleaning skills	Advanced driving skills MIDAS / PAT training	
Special Experience	Dealing with people in a public and caring environment. Cleaning Experience. Experienced driver.	Previous experience of driving a mini bus and working within a day care setting, possibly with D1 on your licence.	
Personal Requirements	Excellent communication skills Friendly and approachable Enjoys working with people Ability to be patient/have empathy with service users and other centre users Can work as part of a team Good time management / punctual Adaptable Reliable and Trustworthy		
Other Requirements	Be able to work flexibly to the needs of the service. Physically able to undertake duties of role		
Physical Effort	Moderate physical effort will be required to help clients on and off the minibus and support the day to day running of the centre, including moving some furniture and cleaning.		
Emotional Effort	Occasional/infrequent exposure to distressing or emotional circumstances.		
Mental Effort	Concentration when in the vehicle is required at all times.		