#### LP-1

#### CE Project Job Description

**Caretaker/Facilities Assistant within Cork Association for Autism**

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| Job Title: | **CAA – Caretaker/Facilities Assistant** |

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| Key Task | Skills |
| 1. Facilities Assistance | Support Facilities Manager to ensure the property and facilities are managed to the highest standards. |
| Support Facilities Manager to ensure property, facilities transport and equipment complies with all Regulations. |
| To assist with compliance with Fixtures and Fittings, Repairs, Renovations, Upgrades and Construction projects. |
| Key Task | Skills |
| 1. Health and Safety | Ensure the safe use of all tools and equipment. |
| Identify the correct tools for use in each specific job. |
| Ensure all health and safety at work conditions are applied and adhered to. |
| Ensure there is safe signage where required for ‘work in progress’. |
| Report any health and safety issues with regard to working areas and equipment are reported to management. |
| Fire Safety – Assist with monthly audits to ensure premises comply with fire regulations. |
| Escalate any major Health and Safety or material ‘Risk’ concerns to the Facilities Manager immediately. |
| Key Task | Skills |
| 1. Fleet Management Assistance | Drop and collect vehicles before and after servicing. |
| Changing tyres and keeping track of monthly mileages. |
| Record tax, insurance and servicing dates monthly with scheduled tyre replacements. |
| Key Task | Skills |
| 1. Property Maintenance | Painting, grass cutting and general DIY tasks. |
| To work closely with existing Ground Staff and Horticulture Team across their Greenville and Mogeely sites. |
| Key Task | Skills |
| 1. Other Tasks | Carry out any other tasks necessary at the request of management |
| The role requires good communication skills (written and oral). |
| Good literacy skills and proficiency. |
| Positive and enthusiastic attitude. |