



MANOR HOUSE TRUST CARETAKER

JOB DESCRIPTION

Job Title: Caretaker

Accountable to: Estate Manager

Liaison: The MHT Caretaker will be required to build a good working relationship with MHT staff and contractors as well as the staff from the various organisations at the Sternberg Centre.

Expectations

The Sternberg Centre is a very active site that accommodates a variety of tenants that all have a wide range of needs. As the caretaker for the site one would be expected to be proactive and capable addressing much of these needs without constant oversight and direction. The caretaker should be polite as well as diplomatic and understand when it comes to the request and needs of the tenants as well as self-motivated with a desire to keep improving their own skillset. The caretaker will be expected to carry out physical tasks such as lifting, working at heights as well as responsibly using and maintaining tools and equipment. The caretaker will also be required to do some basic administration associated with the job role.

Job purpose

- To maintain the appearance of the site
- To serve the requirements of the site tenants, i.e. setting up and clearing away after meetings.
- Take a proactive role in maintaining the safety and security of the site and all who work and visit there.
- To provide support to the security, maintenance and gardening as directed by the Estate Manager.
- Carry out repairs and maintenance around the site where possible.

Desired skills

- Basic DIY
- Basic IT- Microsoft office
- Using basic power tools
- Use of basic gardening equipment



Responsibilities

- 1.** To carry out tasks Listed on the caretakers work schedule within the stated times. Some of the main items are listed below.
- 2.** Assure that all tasks are carried out safely and securely.
- 3.** To proactively liaise with event organisers to ensure caretaking requirements are correctly understood and activities run as smoothly as possible. To ensure that areas are clean and tidy when required for events. To ensure that meetings are set up on time.
- 4.** To clear areas and return them to normal use after meetings and events. Especially, to ensure rooms are cleared ready for the early morning cleaners.
- 5.** To move items from one place to another on site as requested by the Estate Manager.
- 6.** To mow the lawns. To assist with gardening tasks when requested.
- 7.** To assist during regular fire and emergency drills.
- 8.** To assist in the event of an emergency evacuation as a result of a security incident.
- 9.** To be prepared to undertake training as necessary and agreed with the Estate Manager.
- 10.** To ensure that specific requests by the Estate Manager are carried out as soon as is practicable.
- 11.** To undertake any additional allied tasks at the direction of the Estate Manager.
- 12.** To report Health & Safety issues or repair issues to the Estate Manager.
- 13.** Monitoring the woodland area for fallen trees and overgrowth.
- 14.** Monitoring and ordering stock.



15. Keeping the Manor House Building and grounds tidy. Overlooking the contract cleaner's work and advising contract holders.