

MEADOWS NURSING HOME

JOB DESCRIPTION

MAINTENANCE OPERATIVE

Job Title: Maintenance/ Handyman

Responsible to: Home Manager

Accountable to: Home Manager

JOB SUMMARY

To assist in the provision of maintenance, gardening and driving duties for residents inside and outside of the Home, and to act in such a way as to promote the health and wellbeing of Service users accommodated within Castalia Group Homes. To be involved in the setting of standards of social care delivery, hospitality and safety in line with the Care Standards Act 2000 and its Regulations (Wales) 2002 .To work within the Maintenance Team in achieving a programme of suitable maintenance and environmental safety.

*To work within, and to, all policies & procedures of the company and the **Code of Practice of the Care Council for Wales**; also within the **National Minimum Standards and Regulations (Wales 2002)** of the **Care Standards Act 2000**.*

To ensure your continued capability and competence to carry out your job role all staff are also expected to ensure their attendance at and compliance with the training programme of the company to ensure their suitability to perform their duties and support Service users.

All staff must maintain appropriate status, fit for employment within the Criminal Records Bureau (CRB) system, throughout the period of employment.

RESPONSIBILITIES

General

All staff have a responsibility to read and have a working knowledge of the policies and procedures of the company, as applicable to their job role; including the health and safety manual and retention and completion of their personal copy of the employee handbook.

All staff also have a responsibility to work within the **Code of Practice for Social Care Workers** of the **Care Council for Wales**, and ensure attendance and compliance with the training programme of the company to ensure their suitability to perform their duties and support Service users.

Policy folders are located within the Home Managers office. All members of staff must adhere to these policies & procedures at all times, failure to comply will result in disciplinary action. The Registered Home Manager will clarify any points as necessary and notify all staff of amendments as they become operational.

Role Specific

1. To receive handover at the start of each shift from the Person in charge and/or Registered Home Manager or Maintenance Supervisor which includes a plan of daily maintenance and 'jobs' for the day (which may include driving/collection/delivery duties) and also any statutory checks that need to be made:
 - Water temperatures
 - Fire control panel
 - Visual check of all electrical appliance
 - Visual check of gas appliances
 - Security of grounds
 - Septic tank (flush through/scavenge) where appropriate
 - Notification of any 'special events'.
2. To possess a suitable driving license, which allows for the provision of delivery/collections, transport of Service users etc- and which is maintained in such a way as to allow for adequate insurance to be provided by the company.
3. To undertake suitable safety checks on any vehicle owned by the company for usage as in part 2 of the job description and report any defects/concerns to the Maintenance supervisor.
4. To assist in the preparation of equipment for activities including the movement of large equipment and furniture.
5. To assist in the preparation, supply and clean away of any item related to section 2. Including general cleaning of the lift plant room, boiler room and any switch room areas. Including maintenance (oversee) of oil, gas oil storage tanks and any septic tank/cess pit installation.
6. To participate in the use of products, supplies and any other items under the direction of the Maintenance Supervisor.
7. To supervise deliveries of any supplies to the home (excluding catering supplies) and any external maintenance equipment.
8. To participate in bi-monthly supervision and annual appraisal.
9. To attend **all** mandatory training and any additional training as identified via supervision or deemed necessary by the company. Failure to attend identified or mandatory training will result in disciplinary action.
10. To attend Staff & Service user meetings and contribute ideas and suggestions, appreciating the diversity and equality of Service users within the Care Home and the staff who you work with
11. To maintain confidentiality regarding all matters relating to Service users, their care and welfare, the day-to-day running of the establishment, and members of staff being honest, trustworthy, reliable and dependable Failure to comply will result in disciplinary action.

12. To uphold public trust and confidence in the Care Home and the Company including: maintaining a high standard of appearance and behaviour and complying with the uniform and dress code policy of the company
13. To work in such a way as to honour work commitments, agreements and arrangements to promote the health and wellbeing of Service users, and by declaring issues that might create conflict of interest or influence your judgement.
14. To be prepared to work in any area of the home or other homes/settings operated by the company as required by the management that are within your capabilities and scope of practice
15. To report any situations where there may be a risk of violence or aggression, or where Service users may be at risk, to the Person in charge without delay. To refrain from trying to deal with the situation on your own without seeking help from appropriate staff.
16. To report all hazards, real or potential, to the Maintenance supervisor without delay.
17. To be efficient in the use of all supplies and highlight deficiencies to the Person in charge and/or Registered Home Manager.
18. To be familiar with the fire policies, to know where the fire points are, to take part in fire training and fire drills.
19. To use personal protective equipment, (e.g. gloves, aprons, protective footwear, hard hats) as supplied by the company, throughout your work practices. And to be fully aware of the company's infection control policy and the safe disposal of waste and contaminants
20. To report all accidents and to ensure that any accidents are recorded in the accident book.
21. To report any concerns or complaints raised by Service users, or their representatives, and direct any enquiries to the person in charge and/or Registered Home Manager in a responsible manner and in a timely fashion or to the most senior person in the home.
22. To be aware of the whistleblowing procedure and be committed to informing the Registered Nurse or Registered Home Manager where the observed practice of your colleagues may be unsafe or inappropriate
23. To be committed to protecting Service Users from Abuse, neglect, harm, exploitation or discrimination and to receive regular updates & training with regard to the principles and procedures of the Protection of Vulnerable Adults (PoVA) and the 'In Safe Hands' guidance and South Wales Adult protection procedures.

DUTIES

1. To be familiar with the care plans of Service users regarding their environmental and room maintenance needs, including any external group regular visits outside of the home they may need driving to etc.
2. To assist in the delivery of competent and safe maintenance within the limits of your role and responsibilities and to report any additional maintenance to the Maintenance Supervisor who will contact external contractors e.g. heating systems, electrical systems other than replacing of light bulbs etc and utilities suppliers.
3. To give Service users assistance with choosing to redecorate their personal room and liaising with their representatives in suitability of wall or floor coverings, furniture and safety compliance.
4. To ensure that storage areas are safe and secure both inside and outside of the home, and that the grounds of the home are fit for the purpose of residents use and secure.
5. To clean up spillages immediately and/or request help from the domestic staff if circumstances do not allow you to proceed e.g. bodily fluids, etc. To clear soiled laundry into appropriate bags and ensure that all waste is disposed of correctly.
6. To maintain discreet observation at all times in order to safeguard the security, well-being and comfort of the residents; including the summoning of help in an emergency situation and being aware of the name and location of the nominated First Aider and Fire Warden for your shift.
7. To assist in activities and fund raising events for Service users inside and outside of the home as required. To engage Service users in conversation and remain pleasant and courteous in manner at all times
8. This list is not exhaustive and on occasions you may be reasonably directed to undertake additional duties.

Job Descriptions are always subject to review by the Registered Home Manager and any reasonable instruction not contained in the above description must be adhered to.

Employee

Print Name

Date

Signature

Line Manager

Print Name

Date

Signature