

Gardener / Handyperson

As per advert

At a glance:

Grade: B

Salary: As per advert

Allowances:

- Distant Islands Allowance

Job Purpose:

Your work will include to carry out a range of duties within the Care Home and its grounds, at the direction of the Registered Manager/Senior Social Care Worker.

For application support contact hrsupport@orkney.gov.uk or call 01856 873535 ext.2250

Benefits and Support

34 days annual leave, increasing to 39 days over 5 years, inclusive of Public Holidays (pro-rata)	Supported to work and earn whilst achieving qualification
Local Government Pension Scheme	Maternity, Paternity and Sick Pay
Comprehensive induction process	Employee Assistance Programme

Main Duties and Responsibilities

Move furnishings and property within, and occasionally outwith, the building.
Maintain stock of janitorial supplies.
Ensure adequate supplies of hygiene materials in the building.
Provide evaluation and feedback and contributing towards accurate record keeping.
Maintain and operate heating plant in accordance with instructions from the Building Inspector.
Responsible for carrying out routine maintenance checks, weekly and monthly.
Replace low level light bulbs/tubes, resetting fuses etc.
Responsible for work in accordance with Health & Safety standards eg assist with emergency alarm activation, emergency equipment.
Maintain grounds of the Care Home eg weeding, litter collection.
Carry out minor repairs to fabric and furnishings/decoration of rooms.
Adhere to the Codes of Practice for Social Service Workers.
Undertake errands as required eg mail tasks, picking up prescriptions etc.
Work flexibly within Health and Community Care as required.
Ensure safe operation of the Care Homes vehicle, including regular vehicle checks prior to driving.

Responsibilities for All

Embody the Council Values of Accountable, Reliable, Considerate and Collaborative.	Participate in team meetings, 1 to 1s, supervision and good conversations process
Handle all information in confidence and in line with Data Protection requirements	Comply with the Council Employee Code of Conduct
Work safely to prevent risk to yourself and others	Comply with relevant professional body codes of practice/conduct
Ensure Equality, Diversity and Inclusion	Any other duties appropriate to your grade
Undertake mandatory and relevant training and development	Where required Support the Council's emergency response

Skills and Requirements

Must have

Ability to demonstrate knowledge of Health and Safety.
Experience of gardening.
Ability to demonstrate knowledge of electrical supplies and equipment.
Experience of safe driving and vehicle operation.
Experience in the use of various tools and equipment.
Full current driving licence

Requirements of the Role

Disclosure/PVG:	PVG Adults	Convictions to Declare:	All
Politically Restricted Post:	No	Sponsorship:	No
Work Additional Hours:	No	Term Time Post:	No