

Position: Estates caretaker

We are seeking a caretaker on a rolling contractor basis for a private residential development of 106 flats, 2 minutes from Borough Tube Station.

This is a great opportunity for someone seeking a welcoming, friendly environment and who takes pride in the service that they offer to the residents.

The roles will be a temp-perm position for the right candidate.

Hourly rate: £12.50-£14.50 per hour depending on experience

Hours: Monday - Friday 8:00am - 4:00pm with one-hour lunch break (35 hours paid a week). Job share/split considered for the right candidates

Own insurance required.

Key responsibilities:

1. Communal internal and external cleaning - sweeping, vacuuming, litter picking, cleaning windows etc.
2. Basic repairs/maintenance -changing door handles, handrails, replacing light bulbs
 - Reporting any anti-social behaviour
 - Dealing with contractors
 - Looking after and keeping tidy the bin stores making sure they are ready for collection, clearing bin stores
 - Health and safety on site making sure your work space is a safe environment for you and the residents
 - DIY skills
 - Basic gardening and watering as required, maintaining the irrigation system in the garden

Up to date DBS/CRB check is essential; this must be clear and dated within 1 year. If you don't have one you can either apply for one online or get in touch with us to discuss further.

Previous experience as a caretaker is preferred but not essential. Someone with a can do attitude to work and who is self-motivated. You will need previous experience cleaning, customer service, good communication skills, able to send emails, speak in English on the telephone, and read and write in English. You need to be health and safety conscious.

You need to provide own equipment and cleaning materials.

For the full job specification, contact berwickcourtdirectors@gmail.com or vicky.hirani@warwickstates.net.