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| **APPROVED JOB GRADE:** |  |
| **DATE LAST REVIEWED:** |  |

Job Title: **Caretaker**

Department: **HR & Administration**

Title Of Immediate Supervisor: **Administration Officer**

Title Of Direct Subordinate(s): **N/A**

# Overall Job Purpose

The position exists to maintain and repair the Corporations equipment, furniture, machinery, grounds and buildings.

# Main Duties and Responsibilities

* Mans the building day and night
* Carries out security checks on the building
* Performs minor repairs on Corporation property
* Carries out general electrical and plumbing mantainance, minor installations and repair
* Ensures that the grounds are properly maintained and garden tools are properly stored and accounted for
* Supervises casual workers
* Ensures that premises are clean and free of harzadous materials
* Cleans Corporate vehicles
* Reports to the Administration Clerk of any maintenance requirements of the premises
* Checks all electrical gadgets and ensuring that they are appropriately switched off or on
* Locks up premises after hours
* Supervises or monitors contractors engaged by the Corporation and recommend the certification of work

***What decisions do you make without necessarily consulting your Supervisor/Manager?***

* None

# Supervision Received

|  |  |
| --- | --- |
| **Method of Checking** | **How Frequent** |
| **Meeting** | Ad Hoc |
| **Spot Checks** | Ad Hoc |
| **Task Evaluation** | Daily |

# Supervision Sent

|  |  |  |
| --- | --- | --- |
| **Subordinate** | **Method of Checking** | **How Frequent** |
| **NIL** | NIL | NIL |

# Problem Solving

* Repair of machinery for things that do not need specialist
* Conducting general mantainance which does not need specialist

# Minimum academic qualifications required

# 5 Ordinary Levels

# Minimum professional qualifications required

* None

# Experience required (in years)

* At least 1 year experience in similar role

# Soft Skills

* Must have effective communication and good interpersonal skills
* Must be able to work under pressure
* Must be well organized
* Must be honest and trustworthy
* Must be innovative and be able to multi-task

# Technical Skills

* Must be able to operate an electric mower
* Must have carpentry skills
* Must be able to make minor repairs and maintain small equipment

**CONFIRMATION OF JOB DESCRIPTION**

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**Agreed by Incumbent (Name) (Signature) Date**

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**Agreed by Supervisor (Name) (Signature) Date**