

Person Specification

CASUAL CARETAKER

	Essential:	Desirable:
Qualifications:	Full Clean Driving License.	1 st First Aid Certificate. Health and Safety Certificate. Fire Safety Certificate. Manual Handling Certificate Working knowledge of COSHH.
Occupational experience:	Caretaking. Initiative and ability to work unsupervised as well as part of a team. Customer service experience. Ability to communicate effectively at all levels. Able to work without fixed or guaranteed hours, to include weekends, evenings and early starts.	Experience of office and public building caretaking. Premises and building security as a responsible key holder.
Personal qualities:	A willingness to learn new tasks and attend training as required. Self-motivated as a lone worker. Ability to act impartially. Punctual and reliable.	Ability to think laterally. Proactive. Ability to anticipate client needs.

<p>Works Co-operatively:</p>	<p>Participates willingly.</p> <p>Good team player inputs their share of the work.</p> <p>Shares information – ideas and feelings with team colleagues.</p> <p>Builds an open and co-operative relationship with colleagues.</p> <p>Shows sensitivity to other colleagues.</p> <p>Willingly helps out others in times of work overload or in crisis.</p>	
<p>Meets Customer Needs:</p>	<p>Ensures requested service information is provided for internal and external customers.</p> <p>Maintains requested levels of output to customers.</p> <p>Refers to work as providing something (specific) to customers.</p> <p>Provides accurate information on request and manages expectation of time to be achieved.</p> <p>Expresses positive desire to respond effectively to customer requests.</p> <p>Delivers what has been agreed to customers.</p>	
<p>Physical requirements:</p>	<p>General wellbeing and physically able bodied.</p> <p>Low absence record.</p>	