

## **1. JOB DESCRIPTION**

1.1	TITLE	Handyperson
1.2	EMPLOYED BY	Crossroads
1.3	RESPONSIBLE TO	Commercial Manager
1.4	STAFF MANAGED	None

## **2. OVERALL PURPOSE OF POST**

- 2.1 To assist the Commercial Manager to ensure the buildings, grounds and building's services are maintained to the highest possible standard safely, effectively, and economically.

## **3. PRINCIPAL DUTIES AND RESPONSIBILITIES**

- 3.1 Performing maintenance and light repairs of all fixed assets including the charity premises and vehicles.
- 3.2 Clean facilities by sweeping, litter picking, window cleaning as required.
- 3.3 Regular tip runs and transportation of stock between sites.
- 3.4 Perform routine landscaping on the grounds.
- 3.5 Ensuring that basic facilities such as water and heating are well maintained.
- 3.6 Attend meetings with colleagues and outside agencies necessary to perform duties.
- 3.7 Assist with responsible for health and safety within all premises.
- 3.8 To support and assist at events if required.
- 3.9 Promote the organisation at all times.
- 3.10 Attend training to develop relevant knowledge and skills.
- 3.11 To work and ensure all staff work in a confidential manner.
- 3.12 Work within the legal requirements of the Data Protection legislation and accounting standards.
- 3.13 Respect the personal lifestyles of colleagues, carers, and people with care needs, ensuring that the Equal Opportunities principles are applied at all times.
- 3.14 To work as part of a committed, enthusiastic, and dedicated team.
- 3.15 To comply with Crossroads policies and procedures and all relevant Isle of Man Government Legislation or Directives.
- 3.16 To undertake other duties commensurate with the grade and level of responsibility of the post, for which the post holder has the necessary experience and/or training.

## **4. OTHER INFORMATION**

- 4.1 Contact with vulnerable children and adults is to be expected.
- 4.2 This job will be physically demanding and there is an expectation of a 'hands on' approach.

## PERSON SPECIFICATION

<b>Skills and Experience</b>	<b>D = Desirable E = Essential</b>
Ability to follow guidelines and procedures laid down by the organisation and current legislation	E
Good communication skills	E
Commitment to undertake necessary training	E
Ability to adhere to Health & Safety guidelines	E
Self motivated	E
Ability to work independently and as part of the wider Crossroads team	E
Knowledge of carers' needs and the issues affecting them	D
Willingness be involved with fundraising projects that may involve weekend or evening commitment	E