



Job Description

Job details

Job Title: Caretaker / Cleaner	Location: Head Office
Contract Type: Permanent	Salary: £9,000 - £12,000 (FTE £22,500)
Hours of Work: 15 - 20 h/p/w (Hours to be worked between 8am and 5pm, Mon to Fri, over a min of 3 days)	Line Manager: Managing Director

Gofer

Gofer has played a leading role in the event, entertainment, commercial and leisure industry for many years. As suppliers of temporary electrical distribution, super silent generators and complete event management, Gofer is well placed to provide a one-stop package of services for any event or industry.

We pride ourselves on providing a personal and professional service to all our clients. Seamless and reliable power throughout your event/hire is incredibly important.

Job Purpose

Gofer are looking for a caretaker/cleaner, to join the team. Responsible for ensuring that a high standard of presentation, safety and good order of our building, grounds, fleet and vehicles. Our head office is a mix of office, training rooms and warehouse space.

You will take pride in maintaining Gofer, from day-to-day repairs, checking equipment, general cleaning duties and warehouse cleaning duties, gardening and health and safety checks.

Main Duties

Main duties are, however not limited to:

Cleaning and Housekeeping

- Carry out the daily, weekly and monthly cleaning schedules. Ensuring building cleanliness is maintained to a high standard.
- Organise deep cleaning as required.
- Carry out internal window cleaning and manage the external window cleaning contract.
- Ensure that items that require machine washing are washed and dried as required.
- Ensure that waste is removed from the building and bins emptied daily.
- Organise skips and large waste collections.
- Set up and tidy the training room as required.



Maintenance

- Carry out general maintenance of the building and external grounds areas e.g. painting, repairs and basic plumbing.
- Regularly inspect systems and equipment within the building such as air cooling, kitchen equipment, lighting, CCTV and alarm systems to make sure that they are in good working order and cleaned.
- Organise and oversea the work of contractors.

Health and Safety

- Ensure health and safety standards are maintained with maintenance and cleaning.
- Ensure fire safety regulations are maintained e.g. fire routes are kept clear
- Report any health and safety or compliance concerns.
- Assist with the maintenance of Material Safety Data Sheets (MSDSs) and compliance.
- Understanding and adherence of COSHH regulations.

Groundskeeping

- Ensure grounds are maintained to a high standard.
- Gardening, watering and weeding.
- Litter picking and removal.

Fleet and Generator

- Cleaning fleet and generators.
- Cleaning temporary electrical equipment.
- Cleaning vehicles internal and external.
- Taking the vehicles for MOT's, servicing and repairs.

Other

- Monitor and order/purchase kitchen and cleaning supplies as required.
- Maintain suitable documentation as required.
- Any other duties as required to maintain a safe, clean and happy working environment.
- Assist the Directors with any other duties as required.
- Improve, promote and innovate Gofer's sustainability goals.

Responsibilities

- Key holder.
- Alarm call outs.
- Responding to out of hours returns and collections.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ▪ Manual Handling 	
Experience	<ul style="list-style-type: none"> ▪ Caretaking ▪ Cleaning ▪ COSHH 	



	<ul style="list-style-type: none"> Health and Safety 	
Skills	<ul style="list-style-type: none"> DIY Multi-tasking Able to work on your own or in a team Time management 	
Attitude	<ul style="list-style-type: none"> Attention to detail Reliable Honest Focused 	

Benefits

- Holiday starting at 20 days, rising to 22 days after 2 years of service, rising to 24 days after 4 years service, and rising to 25 days after 5 years service plus 8 days bank holidays.
- 2 paid volunteering days
- Perk Box – benefits and rewards platform
- Employee Assistance Programme
- Nest pension – employer contributions 1% above government guidelines and after 3rd year of service rising to 2% above government guidelines.
- Access to training and regular toolbox talks



Organisational values

At every turn, the company:

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| <p>01</p> <p>Strives to be the best supplier and employer.</p> | <p>02</p> <p>Aims to create a positive, innovative and passionate working environment.</p> | <p>03</p> <p>Commits to minimising its carbon footprint and offering sustainable solutions to clients.</p> |
| <p>04</p> <p>Intends to exceed customer expectations.</p> | <p>05</p> <p>Is mindful and accountable for all conduct and decisions.</p> | <p>06</p> <p>Embraces diversity and inclusivity.</p> |