

# Caretaker / Gardener Job description

## Highland Court Woodford PLC

Working Pattern: 8 hours per week.

Location: Highland Court, 87 Gordon Rd, E18.

Responsible to: Clinton Hunt, Chairman.

Post objective: to provide efficient and effective caretaking & gardening support to the site, ensuring general appearance of the communal gardens and internal communal areas are maintained.

Other considerations: the post holder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants, contractors and manufacturers are adhered to.

Duties and Responsibilities will include:

Cleaning and maintenance of all internal communal areas including:

1. Weekly hoovering of all carpeted areas
2. Washing down of walls / banisters on an adhoc basis or when required
3. To inform directors of possessions left in communal areas and liaise with them re reporting to landlords / management companies
4. To inform directors of any internal lighting issues
5. Ensuring security of communal electricity cupboards

Gardening and outdoor maintenance of the grounds including:

1. Maintenance of the garden including mowing the lawns in the summer months
2. Treatment of lawns for health and appearance
3. Weeding, pruning of bushes and hedges, planting in beds where appropriate
4. To fix any fencing or other grounds issues which arise (e.g. after high winds)
5. Maintenance of the paths; sweeping, moss killer application and pulling up of broken materials to make safe where necessary
6. Keeping recycling and bin areas clear and safe
7. To clear blockages, remove foreign matter from drains & guttering
8. To be responsible for ensuring clear and safe pedestrian access particularly in adverse weather conditions (e.g. clearing snow, gritting etc.)
9. Litter maintenance around the grounds
10. Inform the Directors of any issues / problems on the site which require their attention e.g. dumped cars, cars parking without consent, suspected sub-letting of garages