**Care & Repair Maintenance Position** **Job Description – South Kildare Small Jobs (Vacancy 2186006)**

Duties to include To carry out small repair and complete minor home/gardening tasks for older people who are clients of the South Kildare Small Jobs Service.

**Responsibilities and Duties:**

* To asses and carry out minor maintenance/repairs - e,g, Cleaning windows, moving furniture, changing light bulbs, hanging curtains, taking items down from the attic, installing security chains/locks, installing non wired smoke alarms, minor paint and touch up decorating jobs etc.
* To assess and carry out minor gardening - e.g. mowing lawns, potting plants, clearing pathways, wedding etc.
* To ensure the relevant equipment/materials are used
* To complete relevant paperwork
* To ensure compliance with health & safety guidelines and policies/procedures
* Compiling with all South Kildare Small Jobs policies and procedures, including those for use of the company vehicle, phone etc.
* To work with the South Kildare Small Jobs administration staff on a daily basis
* To assist with the handling of customer queries
* To attend meetings and training courses where necessary
* To be helpful, friendly and respectful when dealing with clients.
* To report any concerns about the health, well-being or living conditions of clients to the CE Supervisor
* To take part in regular mentoring/supervision sessions with the CE Supervisor
* To maintain a flexible approach to all aspects of the job and undertake other duties as required/requested by the CE Supervisor

**Required Experience/Skills/Qualifications**

No specific qualifications necessary as full training will be provided. Previous maintenance, repair & gardening experience would be an asset. A full clean driving licence is required, category B.

The candidate will ideally demonstrate a friendly caring approach with good phone manner, have good organisational skills and have some handyman/repair/DIY/gardening/Household skills.