**JOB DESCRIPTION**

**GENERAL**

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| **1.** | **Appointment Details** | | |
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|  | a. | Job Title: | Caretaker/Cleaner – Cadet Training Centre (CTC) Barry Buddon. |
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|  | b. | Job Grade: | Industrial – Skill Zone 1 |
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|  | c. | Department: | Angus and Dundee Bn Army Cadet Force. |
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|  | d. | Reports to: | CQM Angus and Dundee Bn Army Cadet Force. |
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|  | e. | Job Purpose: | To maintain the Barry Buddon CTC and compound to a high-level state of repair, (including grounds maintenance) Maintenance and cleanliness of battalion vehicles and occasional driving duties. |

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| **2.** | **General Description of Role** |

To maintain the Barry Buddon Cadet Training Centre accommodation and ablutions at a high level of repair and cleanliness, ensuring that it is prepared and ready for use by all Bn and visiting units. To carry out tasks within the Barry Buddon Cadet Training Centre compound in order that it is in a tidy and well-maintained state at all times. Maintain Battalion vehicles in a clean condition and report any faults found along with occasional driving duties and any other tasks as identified by Line Manager. The caretakers’ hours are to be from 0800 until 1630 Mon to Thu and from 0800 until 1600 on a Friday.

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| **PRINCIPAL AREAS OF ACCOUNTABILITY/TASKS AND DUTIES:** |

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| **3.** | **Description of Primary Duties** |

1. **Ground work:**
2. Regular grounds maintenance that includes grass cutting, maintenance of paths and hedging, weeding and spraying of weed killers and pest control chemicals. This includes the removal of garden waste.
3. Use of grass cutting Machinery to include tractor based grass-cutting machinery, lawn mowers, hedge trimmers and strimmers.
4. Gritting of walkways, paths and car park area as required.
5. Snow clearance where required to maintain access and egress to the CTC.
6. **Vehicle maintenance and cleanliness:**
7. Weekly cleaning of unit vehicles.
8. Ensuring that all Bn vehicles are in a good state of repair & ready for use as required.
9. Assisting the Bn Staff to move, drop- off and collect vehicles within the Bn AOR as required.
10. Maintain Battalion vehicles in a clean condition and report any faults found.
11. Assist the Bn staff with the loading and unloading of equipment for Annual camp
12. **Cleaning:**
13. Day to day cleaning of all CTC areas to include rooms, corridors and ablutions and fault reporting.
14. Supervising Handover/Takeover of CTC facilities.
15. Control and acquisition of cleaning materials.
16. Deep cleaning of CTC areas to include polish stripping, cleaning of floors and the laying of polish.
17. **Building maintenance:**
18. The unlocking and locking of gates to the CTC at the timings provided by the Line Manager.
19. Maintenance of all accommodation and classrooms to include the movement of furniture, smooth operation of all doors and windows and window blinds, netting and curtains.
20. Supervision of visiting tradesman.
21. Maintenance of unit fire equipment and records.
22. Maintenance of Indoor Firing Range.
23. Attendance at periodical Health and Safety meetings.
24. Attendance at relevant training courses such as Vehicle Familiarisation and Manual Handling.
25. The reporting of any faults or deficiencies within the CTC accommodation

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| **4.** |  | **General Qualifications and Personal Attributes** | | | | |
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|  | **A.** | **Essential:** | | | | |
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|  |  | (1) | Hardworking and approachable. | | | |
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|  |  | (2) | An ability to maintain high standards within the confines of this JD. | | | |
|  |  | (3) Ability to work alone or as a member of a team. | | | | |
|  |  | (4) | Transport to get to and from Barry Buddon. | | | |
| **5.** | **Other Features.** | | | | | |
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|  | a. | This job description: | | | | |
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|  |  | (1) | Should be discussed/read with the line manager at the time of receiving the annual Personal Development Report (PDR). | | | |
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|  |  | (2) | May be reviewed in the light of changes during the period of your appointment and on change of incumbent. | | | |
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|  | b. | Because of the changing nature of our business, your job description will inevitably change from time to time. You may be required to undertake other activities of a similar nature that fall within your capabilities and are commensurate with your grade. | | | | |
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|  | c. | I have read and understood my job description and mandate of responsibility and have received a copy of same. | | | | |
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| Post holder (name): | | |  |  |  |  |
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| Date: | | |  |  |  |  |
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| Signed: | | |  |  |  |  |
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| Line Manager (name): | | |  |  |  |  |
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| Date: | | |  |  |  |  |
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