



Saint John of God Community Services Liffey Services

Job Description

Post:	General Operative
Location:	Saint John of God Community Services clg., Liffey Services, or any other location associated with the Region.
Responsible to:	Regional Director
Reporting to:	Maintenance Supervisor or designated person

Hospitality, Compassion, Respect

Person Specification:

Qualifications:

- Painter / Decorator with National Craft Certificate (NCC) (or equivalent)

Experience:

- Previous painting experience
- Previous experience in a general maintenance/stores role
- Previous experience in a similar environment would be desirable

Professional Knowledge

- The ability to work showing self-initiative with a problem solving attitude.
- The role will necessitate working outside of core skills so a flexible approach will be required

Other

- Full clean B driving licence required

Role and Responsibilities:

The General Operative is responsible for;

Painting

- Painting of internal/external Residential and Day locations within the Region in line with the painting schedule set
- Mixing, matching, and applying paints and other finishes to various surfaces
- Providing decorative and faux finishes as the project requires
- Handling planning and prep work in an efficient manner
- Communicating with residents/managers to determine their painting requirements and helping them make the best decisions for their projects
- Covering trim, floors, furniture and other surfaces with masking tape, drop cloths and other protective coverings to keep them free of paint
- Preparing surfaces to be painted by washing them, filling holes and cracks with putty and sanding them until they're smooth or removing old paint
- Applying primer and other sealers to paint surfaces to ensure that paint sticks to them
- Mixing and matching paint, stain and other finishes to job specifications
- Ability to read and interpret specifications and drawings
- Liaising with builders, foremen and project managers during contract works (if required).
- Maintain and look after any tools, vehicles and equipment in relation to work you have to carry out.
- Prioritise and complete all jobs according to standards and within appropriate timeframe and where this is not possible, relevant managers are informed.
- Comply with the Health and Safety Statement policies of the Organisation.
- Comply with Infection Control Policies of the Organisation.

Stores

- Receive and prepare stock required for residential and day locations as required on a fortnightly/monthly basis
- Label all deliveries/collections and organise stock into correct locations ensuring a secure location
- Occasional driving for collection and deliveries
- Follow all standards for issuing and receiving stock within the store's area of operation
- Monitor and take inventory on regular basis to compile orders based on par levels or needs
- Ensure appropriate stock levels are maintained in the stores area
- Maintain clear and organized records to ensure all reports and invoices are filed and stored properly
- Responsible to verify all goods arrived as per the agreed purchase, delivery note and agreed quantity has been received.
- Responsible for the day to day check on the storage facilities of upkeep and hygiene.
- Refuse acceptance of damaged, unacceptable, or incorrect items.
- Ensure all store requisitions are signed when ordering stock
- Ensure store requisition form is signed by the person collecting the stock

General Maintenance

- Support in carrying out maintenance duties assigned to you by the Maintenance Supervisor within the region if required
- To utilise facilities, equipment and materials responsibly ensuring minimum waste at all times.
- To participate in other activities within the service as may be required.
- St John of God Community Services Ltd., Liffey Services is entering a major phase of re-development. Applicants should have a clear understanding that they may change assignment location based on the re-location of services.
- New developments should be in line with the overall Service Strategic Plan and all staff should become familiar with this.
- Maintain and look after any tools, vehicles and equipment in relation to work you have to carry out.
- Help and assist other maintenance craft persons with their work as requested.
- Ensure a safe and secure environment for those within the region.
- Prioritise and complete all jobs according to standards and within appropriate timeframe and where this is not possible, relevant managers are informed.
- Comply with the Health and Safety Statement policies of the Organisation.
- Comply with Infection Control Policies of the Organisation.
- Report any irregularities you may observe.
- Undertake driving duties as assigned to you.
- To ensure that all safety equipment is on the vehicle before you set out on your journey.
- Report any accidents to the Maintenance Supervisor/Operations Manager immediately, and gather relevant facts and fill out necessary documents.
- Undertake any other duties or responsibilities that may be assigned to you from time to time.
- Monitor and control costs in all areas, energy saving etc.
- Assist the Maintenance Supervisor with the Preventative Maintenance program in the region.

Policies & Procedures

- To respect and operate within the framework of the tradition, character and ethics which govern the work of the Hospitaller Services of St. John of God in conjunction with the philosophy of Personal Outcomes Measures.
- To operate within the St. John of God Core Values of Care, Compassion, Dignity, Excellence, Hospitality, Justice, Respect, Trust and adhere to the standards of the Code of Conduct/Values in Practice of St. John of God Hospitaller Services.
- To adhere to and familiarise yourself with the Order's Personnel Policies and Procedures
- To be fully familiar with and adhere to the terms of the Safety, Health and Welfare at Work Act. To report immediately to your supervisor any irregularities relating to your area of work.
- To be familiar with Fire and Safety Regulations within your area and to carry out checks as required.
- To be familiar with and implement the Order's policies and procedures in relation to Safeguarding Vulnerable People.
- To be acquainted with the locations, procedure and use of emergency equipment.
- Ensure that Quality Standards are met at all times.

- You may be required to attend for an independent medical with a nominated medical practitioner during any period of absence due to illness or injury.

CONFIDENTIALITY

Ensure confidentiality is kept as a priority and information is disseminated through the appropriate channels on a need to know basis. In the course of your employment you may have access to or hear information concerning the medical or personal affairs of service users and/or staff or other Centre/Service business. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, on no account must information concerning staff or clients or other Centre business be divulged or discussed except in the performance of normal duty. In addition, records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

This job description will be subject to review in the light of experience and/or changing circumstances and will include other duties appropriate to the post as may be determined by the Regional Director.
