JOB DESCRIPTION

JOB TITLE	Caretaker
DATE	May 2026
DIVISION	Public FM
SITE / OFFICE	
REPORTS TO	

ROLE OVERVIEW

As a Caretaker at OCS, you will play a key role in ensuring that buildings and facilities are safe, well-maintained and operating efficiently. You will carry out a range of planned and reactive maintenance tasks, support compliance activities and help maintain a clean, safe and functional environment for all users.

This is a hands-on role, ideal for someone who enjoys practical work and takes pride in maintaining high standards across a site.

KEY TASKS & RESPONSIBILITIES

- Monitor energy usage and provide regular meter readings
- Carry out routine checks of fire systems in line with planned preventative maintenance (PPM) schedules
- Complete monthly fire door checks to support safety compliance
- Identify and report repair and maintenance requirements via the helpdesk
- Undertake minor maintenance tasks, including:
    - Changing light bulbs, strips and fuses
    - Basic plumbing tasks such as unblocking drains
    - Minor joinery repairs
- Support the overall upkeep and safe operation of the building
- Ensure all tasks are completed in line with health & safety and compliance standards

QUALIFICATIONS, SKILLS & EXPERIENCE

- Right to Work in the UK and willingness to undergo a DBS check.
- Experience in a caretaking, maintenance or facilities environment
- A good understanding of basic maintenance tasks and building upkeep
- Awareness of health & safety and compliance requirements
- Ability to identify and respond to maintenance issues proactively
- Basic IT skills, including the use of helpdesk systems and mobile devices
- A practical, reliable and hands-on approach to work
- Good organisational skills and attention to detail

Desirable

- IOSH Certificate
- Awareness of Legionella control and legislation
- Experience using Microsoft Office (Excel, PowerPoint) and helpdesk systems

WORKING ARRANGEMENTS

This position will be based at <site/location>, working <shift pattern / hours>.

ACCEPTANCE OF ROLE

Revisions:

The Company reserves the right to alter these responsibilities and you will be advised of any changes through the normal method of communication.

AGREEMENT:

I confirm that I have read and agree with the responsibilities specified within the Key Tasks and Responsibilities Section of this job description

Name:

(Job Holder)

Signature: Date:

Name:

(Line Manager)

Signature: Date: