

# Confederation of Community Groups

## Personnel Specification

Job Title      Caretaker/Cleaner

		<b>Essential</b>	<b>Desirable</b>
1	Physical	<ul style="list-style-type: none"> <li>&gt; physically fit for moving, lifting, bending etc, good use of hands, good sight &amp; hearing, sufficient speech</li> </ul>	Good Personal presentation
2	Attainments	<ul style="list-style-type: none"> <li>&gt; Previous job experience.</li> <li>&gt; Experience in wide range of repair/DIY skills</li> <li>&gt; Health &amp; Safety Knowledge</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Experience in similar setting.</li> <li>&gt; Experience of heating plant, IT and sound equipment</li> <li>&gt; Experience of industrial cleaning</li> </ul>
3	Motivation/Adjustment	<ul style="list-style-type: none"> <li>&gt; Initiative and drive</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Cope with complex demands</li> </ul>
4	Special Aptitudes	<ul style="list-style-type: none"> <li>&gt; Good communication skills, evidence of working in organised fashion with minimum supervision</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Evidence of team working</li> </ul>
5	Interests	<ul style="list-style-type: none"> <li>&gt; Sympathetic to work of Voluntary Organisations</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Evidence of involvement in groups socially</li> </ul>
6	Disposition	<ul style="list-style-type: none"> <li>&gt; Relate well to others</li> <li>&gt; Prepared to conform to aims and values. Able to maintain confidentially.</li> <li>&gt; Honest</li> </ul>	
7	Circumstances	<ul style="list-style-type: none"> <li>&gt; Assurance on daily punctuality</li> <li>&gt; Flexible working arrangements</li> <li>&gt; Assurance on unsocial hours</li> </ul>	

