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| Job Description | UCLan Cyprus logo jpeg |

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| Job Title: | **Caretaker** |
| School / Service: | UCLan Cyprus |
| Responsible to: | Welfare and Community Officer |
| **Job Purpose:**  To provide a high quality, customer focused service which complies with legislation, operating procedures and protocols. | |
| **Main duties and Responsibilities**   * To be responsible for safety and protection of UCLan Cyprus and accommodation facilities – protect and secure students, staff, property, and information. * To be responsible for safekeeping of intrusion detection, fire alarm and IP CCTV video surveillance * To be responsible to inform on any kind of incident at University and accommodation or emergency situation * To be responsible to observe and report any damage outside and inside the University and accommodation * To be responsible for security of parking area and official cars * To be responsible to protect and observe, every day and night shift, Generator, Water tanks and Water pumps room * To be responsible for preparing classrooms and amphitheatre for students or events on the request of the administrative or academic staff * To be responsible for the smooth operation of all events at the University and outside * To be responsible for storage and shredding a confidential University documents * To be responsible for driving official cars for official purposes, including supply for Canteen * To be responsible for necessary repairs at University in absent of Handy man and according to their skills * To be responsible for saving energy at University during day * To be able to work on shifts * Any other duties relevant to the grade and role. | |

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| **Signature:** |  |

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| **Date:** |  |