|  |  |
| --- | --- |
| Job Description | UCLan Cyprus logo jpeg |

|  |  |
| --- | --- |
| 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.
 |

|  |  |
| --- | --- |
| **Signature:**  |  |

|  |  |
| --- | --- |
| **Date:** |  |