

# Job Description

Job Title:	<b>Caretaker</b>
School / Service:	UCLan Cyprus
Responsible to:	Welfare and Community Officer
<b>Job Purpose:</b>	
To provide a high quality, customer focused service which complies with legislation, operating procedures and protocols.	
<b>Main duties and Responsibilities</b>	
<ul style="list-style-type: none"> <li>• To be responsible for safety and protection of UCLan Cyprus and accommodation facilities – protect and secure students, staff, property, and information.</li> <li>• To be responsible for safekeeping of intrusion detection, fire alarm and IP CCTV video surveillance</li> <li>• To be responsible to inform on any kind of incident at University and accommodation or emergency situation</li> <li>• To be responsible to observe and report any damage outside and inside the University and accommodation</li> <li>• To be responsible for security of parking area and official cars</li> <li>• To be responsible to protect and observe, every day and night shift, Generator, Water tanks and Water pumps room</li> <li>• To be responsible for preparing classrooms and amphitheatre for students or events on the request of the administrative or academic staff</li> <li>• To be responsible for the smooth operation of all events at the University and outside</li> <li>• To be responsible for storage and shredding a confidential University documents</li> <li>• To be responsible for driving official cars for official purposes, including supply for Canteen</li> <li>• To be responsible for necessary repairs at University in absent of Handy man and according to their skills</li> <li>• To be responsible for saving energy at University during day</li> <li>• To be able to work on shifts</li> <li>• Any other duties relevant to the grade and role.</li> </ul>	

<b>Signature:</b>	
-------------------	--

<b>Date:</b>	
--------------	--