

Job Description

Job Title:	Caretaker - Welfare & Community Officer
School / Service:	Welfare and Community Department
Responsible to:	Head of Welfare and Community
Job Purpose:	
To provide a high quality, customer focused service which complies with legislation, operating procedures and protocols.	
Main duties and Responsibilities	
<ul style="list-style-type: none"> • To be responsible to ensure compliance of all safety, welfare, health-related, and emergency related policies and procedures, of the University, by the staff, students and visitors of the University. • To be responsible for the evacuation procedures and steps as instructed by the Head of the department, for any level of emergency incident, such as fire, earthquake, theft, bomb threat and others as per the emergency response procedure. • To be responsible for safety and protection of UCLan Cyprus and accommodation facilities – protect and keep safe staff, students, visitors, and university property and land area, as well as confidential and secured information and data sources. • To be immediately available for any staff, student or visitor facing an emergency situation and to react as per the agreed procedure by the Head. • To coordinate effectively with the Front Desk of the University and be aware of all events, matters of concern, VIPs attending the university, or other issues related to the Caretaker’s duty. • To be responsible for intrusion detection, fire alarm and IP CCTV video surveillance. • To be responsible to inform the Head, any kind of incident at University and accommodation or emergency situation. • To be responsible to observe and report any damage of property of university, externally and internally, for both the University and its accommodation. • To be responsible for the security of parking area and University’s vehicles. • 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 amphitheatres for classes or events on the request of the Administration Department or the related Faculty. • To be responsible for the safe implementation and operation of all events and activities occurring at the University premises (inside and outside). • To be responsible for secured storage and safely disposing of confidential University documents as per the request of each University department. • To be responsible for driving university’s vehicles for official purposes, if requested by the COO, CFO, or CEO of the University. • To support if and when needed and requested by the Head of Facilities and the COO, with the move or relocation of University’s furniture and equipment. • To be responsible to check all areas of the University for unnecessary use of Air Condition and Lights. To report such incidents to the Head of Health & Safety. • To be able to work on shifts when and as needed and requested by the Head. • Any other duties relevant to the grade and role. 	

Signature:	
Date:	