



# Facilities Services Operatives (FSO) - Caretaking with Driving Duties Job Description

## Job Description

Hours: Flexible hours that reflect Badgers operational service. This role will only be available during the weekends.

Reports to: Estates and Facilities Manager

Based at: Aston Bourne Road, Birmingham, B6 7RD and Glover St, B9 4EY

## Summary

As a representative of Badger, you will be responsible for carrying out day to day general maintenance and site work at all Badger sites. You will have experience of ensuring the efficient day-to-day running, presentation, and management of sites. You will adhere to and be conversant with Health & Safety policies to carry out your role.

You will also be required to drive multi-purpose clinicians to and from home visits within the Badger operating area. This is an essential service not an emergency service therefore, FSOs do not have special priorities over other road users.

FSOs must ensure that all driving duties as required are carried out in a safe and legal manner ensuring that the vehicle is driven along with the passengers in full compliance with the full driving regulation and codes principally the Road traffic Act and the Highway Code.

As part of the role a full licence will be required, and a clean licence is preferred.

## Key Accountabilities

### Caretaking duties with driving duties

1. General low-level maintenance and repairs for the general upkeep of sites.
2. Cleaning the Badger drive through area using the appropriate equipment to ensure removal of all dirt, dust, and debris.
3. Change light bulbs, cleaning light fittings, touching up paint work etc.
4. Assist with the acceptance of deliveries and convey to the appropriate storage area.
5. Ensure that the garden areas are well maintained, weed free and plants pruned.
6. Working independently and as a team to ensure tasks are completed safely and efficiently.
7. Cleaning and inspection of vehicles.
8. Clearing rubbish from the grounds such as leaves and other debris
9. In winter months gritting areas that may be potential slip hazards.
10. Closing and opening the building during operational hours ensuring that all keys and passes are signed in/out.
11. To ensure that the allocated shift car is checked, prepared and serviceable for home visit consultations. Once the shift has ended to ensure vehicle is sanitised, cleaned, and all paperwork/waste is disposed in line with process. Any observations made regarding vehicles need to be reported to the Duty Team Leader and form OPS-F-006 is filled in.
12. Ensure that all necessary medical equipment and supplies are checked at the beginning of
13. each shift.
14. This includes checking the volume of prescriptions, doctor equipment, paperwork and envelopes for the relevant doctor's / nurse's bag.

15. Also ensuring that 1 x Case 1 and 1 x Case 2 drug cassettes (yellow or green tagged only) are collected from the FSO office at Aston Bourne Road and the drug cassette number is recorded in the correct log.
16. If a home visit is to be performed to ensure that all home visits, subject to the priority of those calls are carried out immediately and efficiently; in adherence to home visiting guidelines, using the quickest and safest routes available, whilst adhering to all speed limits and other restrictions.
17. Enter information into the Toughbook, at the visiting clinician's request. If the computer system fails and the home visiting team needs to take details over the mobile telephone, the FSO must take notes in a legible script.
18. Be pro-active where possible in identifying any potential danger / problems when clinicians are visiting patients' house and report these back to base.
19. To perform any other relevant duties dictated by the service's changing needs or operational demand.

The duties and the responsibilities outlined in this job description are neither definitive or restrictive and may change in detail from time to time to meet the changing needs of the operation.

The post holder will be required to comply with the duties placed on employees of the Badger Group as set out in the Health and Safety at Work Policy and related procedures.

The post holder has a legal obligation to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice

#### Health & Safety

This Job Description describes the main purpose and key responsibilities and accountabilities of the post. It is a guide to the nature and main duties of the post as they currently exist, but it is not intended as a comprehensive or permanent schedule, and it is not part of the contract of employment.

To reflect changing needs and priorities, some elements of this post may be subject to change in consultation with the post holder.

#### Relationship to other roles

Reporting to Operations Manager

#### Equality and Dignity

The post holder will be expected to adhere strictly to the principles of fairness and equality in carrying out the role.

At all times, the post holder will be required to show respect for and maintain the dignity of patients, the public and work colleagues.

Badger will not tolerate any form of bullying or harassment, violence or aggression against its employees.

#### Confidentiality

Your attention is drawn to the confidential nature of the information collected. The unauthorised use or disclosure of patient information or any other personal information, staff code of conduct and/or Data Protection Act is a disciplinary offence and could result in prosecution or action for civil damages under the Data Protection Act.

#### Disclosure and Barring Service

**This appointment will be subject to a DBS**

#### Pre-Employment Health Check

The appointment will be subject to a satisfactory Pre-Employment Health Check.

**The duties and responsibilities outlined in this job description are neither definitive nor restrictive and may change in detail from time-to-time to meet the changing needs of the operation.**



## Facilities Services Operatives (FSO) - Caretaking with Driving Duties Person Specification

| Criteria                       | Essential   | (D)Desirable<br>(E)Essential | or | Evidence<br>(S)Supporting statement<br>(A)Application<br>(I)Interview |
|--------------------------------|---|------------------------------|----|---|
| Qualifications and Training    | GCSE 5-9 (A*-C)<br>Including English and Maths  | E                            |    | A/S   |
|                                | Educated to a satisfactory standard to communicate effectively, both written and oral.  | E                            |    | A   |
|                                | Full UK Driving licence with no more than 6 points  | E                            |    | A   |
| Knowledge skills and abilities | Experience of basic facilities management / building and site maintenance / groundwork / Handy person / basic repairs and tasks | E                            |    | A/S/I   |
|                                | Awareness of current Health & Safety guidelines   | E                            |    | A/S/I   |
|                                | Able to organise and prioritise own workload.   | E                            |    | I   |
|                                | Effective communication and interpersonal skills.   | E                            |    | I   |
|                                | Proactive Approach.   | E                            |    | I   |
|                                | Hardworking proactive attitude  | E                            |    | I   |

|                    |  |   |     |
|--------------------|--|---|-----|
|                    | Ability to work effectively under pressure.  | E | I   |
|                    | Accuracy and attention to detail.  | E | I   |
|                    | Ability to use own initiative.   | E | I   |
|                    | Ability to prioritise workloads.   | E | I   |
|                    | Ability to work unsupervised   | E | I   |
| Experience         | Good Organisational & administration skills.   | E | I   |
|                    | Ideally in NHS or similar public sector environment.   | D | I   |
|                    | Previous out of hours, driving experience or similar.  | D | I   |
|                    | Previous experience working in a Driver role.  | D | I   |
| Personal Qualities | Team player  | E | I   |
|                    | Flexible to meet the ad hoc requirements of the role as and when required including evenings and weekends. | E | A/I |
|                    | Ability to follow instructions.  | E | A/I |
|                    | Self-starter and highly self-motivated.  | E | A/I |
| Other requirements | Ability to multitask.  | E | A/I |
|                    | Upholding the Badger ethos and values.   | E | A/I |
|                    | Ensuring compliance with GDPR regulations.   | E | A/I |
|                    | Clear speaking voice   | E | I   |

|  |   |   |   |
|--|---|---|---|
|  | For insurance purposes, no person under the age of 25 or over the age of 25 but holding a full licence for less than 3 years will be permitted to drive a Badger vehicle. | E | A |
|--|---|---|---|