

PART-TIME CARETAKER VACANCY

Litfield House Medical Centre offers private consulting rooms and a day Surgical Suite (opened in April 2014). Founded in 1938 Litfield House is situated in the beautiful setting of Clifton, Bristol.

Here at Litfield House we are committed to providing both patients and medical specialists with a high quality professional service with a home from home warm friendly atmosphere.

We pride ourselves in offering a bespoke service and work closely with renowned medical professionals covering all aspects of medical care for patients both self-funded and those covered by private medical insurance.

We are a busy practice which has 13 consulting rooms and a day surgical suite in a beautiful listed building in Clifton over 5 floors. Due to retirement, we are looking for an enthusiastic Part-Time Caretaker/Janitor/Compliance Check Person to cover 11.50 hours per week and who will be part of a team of 3 working on a shared shift rota which includes: opening the centre on the early shift (5.45am-8.45am) and closing the centre on the late shift (6pm-8.30pm) Monday to Friday with also one Saturday in 3 (7am-11am and 4pm-7pm totalling 7 hrs). (Extra hours will be required on occasion to cover holiday cover, events and weekend operations).

Duties in addition to opening and closing the building will include handy man and janitor tasks i.e. changing light bulbs, sweeping paths, emptying waste/clinical waste bins, refilling paper hand towels, refilling toilet paper, cleaning coffee machines, moving confidential waste sacks, as well as weekly and monthly maintenance checks including fire alarm and water test checks and helping to clear up after GP Lectures which take place on a regular basis.

The successful applicant must be presentable (a uniform will be provided) and reliable as they will be opening and closing the building and will also have contact with members of the public.

Due to the location and hours you will need your own transport.

Due to safety checks and patient facing, you must be fully competent in reading and writing English.

A full job specification will be sent upon request with an application form. Salary to be discussed on application.

Part-time hours: 11.5 per week

COVID-19 considerations:

Full PPE is provided and given to all staff and everyone entering the building must wear Masks

Job Types: Part-time, Permanent

Salary: £10.00-£12.50 per hour

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