

Caretaker

A caretaker is responsible for security, cleaning, maintenance and communications in a building or group of buildings, such as an office block, a village hall, a shopping mall, a hospital, a church or a block of flats.

The Work

You could be:

- opening up the buildings in the morning and locking them up at night
- cleaning and maintaining common areas such as entrances, stairs and lifts and keeping them litter free, or supervising cleaning staff
- operating the heating, lighting and alarm systems, switching them on and off from a central point and setting timers
- carrying out minor repairs and reporting major problems
- ordering supplies and equipment
- looking after security in the buildings and monitoring visitors both face to face and by CCTV
- acting as key holder, dealing with emergencies at any time of day or night, such as minor domestic repairs and lost keys
- set up and clear away equipment as required
- operating the switchboard, passing on messages, accepting deliveries and distributing mail.

Pay

The figures below are only a guide. Actual pay rates may vary, depending on:

- where you work
- the size of the company or organisation you work for
- the demand for the job.

Starting pay for caretakers can be around £7.00 to £8.50 an hour, and can rise with experience to around £10.00 an hour. Some employers give free or subsidised accommodation.

Conditions

- You will work shifts, including evenings and weekends.
- You will usually work from an office on the premises but will have to patrol the whole area of the buildings.
- You may have to climb ladders and occasionally into loft areas, under the floors or up on the roof.
- You will work both indoors and outdoors.
- You may be on call for irregular periods to deal with emergencies such as break-ins or burst pipes.
- You might have to wear a uniform and protective clothing such as goggles and overalls.
- You may have to live in, in which case you will usually get a tied flat (if you leave the job you will have to vacate the flat).

Getting In

- You do not need formal qualifications but a good general education is useful.
- A driving licence may be an advantage.
- It helps if you have skills such as joinery, plumbing or electrical work. This is very often a second career for a time-served craft worker.
- Knowledge of health and safety regulations is useful.
- You should be reasonably fit.
- To work in this job you must declare any criminal convictions. Certain types of conviction may prevent you from getting in. You will need a satisfactory criminal record check from Disclosure Scotland to show that you are suitable for this type of work. Contact Disclosure Scotland for details on the type you would need.

Many jobs are with organisations owning several buildings, such as local authorities, property companies or health boards.

What Does It Take

You should be:

- honest and reliable
- well organised
- willing to accept responsibility
- decisive
- practical with good hand skills
- friendly, helpful and customer focused
- calm in dealing with emergencies
- very aware of health and safety issues
- able to work on your own.

Training

- You will learn on the job under the supervision of an experienced caretaker.
- You may do short courses in health and safety, fire regulations, security and basic DIY.
- You can work towards a Scottish Vocational Qualification (SVQ) Cleaning and Support Services or Facilities Services at SCQF Level 5.

Getting On

There is little scope for promotion. If your job involves a group of buildings, you might apply for a supervisory post.

Contacts

British Institute of Cleaning Science

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Chartered Institute of Housing (CIH) Scotland

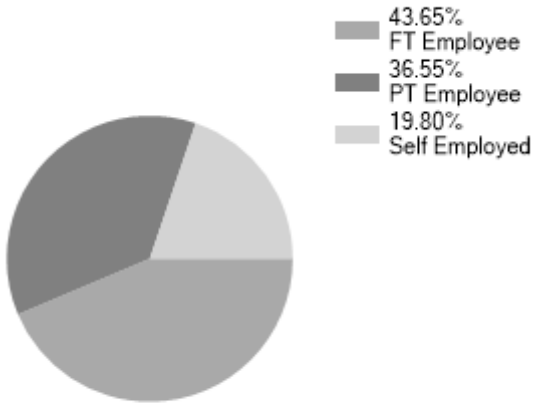
Tel: 024 7685 1700

Email: scotland@cih.org

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Statistics

Employment Status UK %

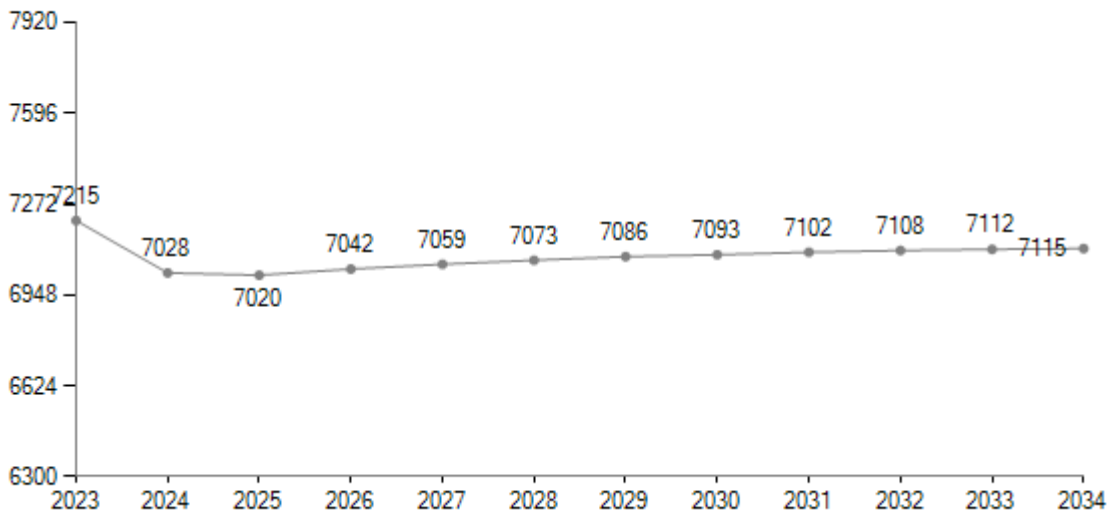


Past Unemployment - Scotland

No Claimant statistics available for Scotland.

LMI data powered by [LMI for All](#)

Predicted Employment in Scotland



LMI data powered by [Lightcast](#)