

**Position:** Resident Caretaker / Porter / Handyman at a small block of flats (20 flats) in Kensington in central London

**Job Description:**

- (i) ensuring the security and safety of the building,
- (ii) cleaning and maintaining the common parts of the building,
- (iii) carrying out such other tasks, ancillary to the above, as the Employer or Managing Agent may reasonably require, and
- (iv) (iv) being of general assistance to the residents of the building

**Terms of Employment:**

*Pay* - [£350 per week]

*Pension Contribution* - [£250 per month]

*Hours of Work* - Given the nature of the job, set hours of work are not appropriate. No work is expected after midday on Saturday or on Sunday or on Bank Holidays.

*Accommodation* - The employee is entitled during the period of his employment to the exclusive occupation, together with members of his immediate family, of Flat 1, the relevant one bedroom flat on the ground floor

*Holidays* - The employee is entitled to four weeks holiday per annum, by arrangement with the Employer

*Additional Benefits* -The Employer will pay all expenses consequent upon the occupation by the Employee of the flat, including Council Tax, electricity, water and reasonable telephone charges. The Employer will also pay for maintenance and repair of the permanent fixtures and fittings of the flat

*Duration* - The period of employment is not subject to a termination date and will continue until terminated by the Employer or the Employee. The period of notice of termination will be one week's notice for each year of continuous employment. At the end of the period of such notice the Employee will forthwith vacate the flat. The Employer may terminate the Employee's contract of employment immediately without notice in the case of gross misconduct.

[Optional - A Gardening Supplement of [£150] per month would be payable]

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**Some informal comments by the Employer**

**The Qualities that are of particular interest to the Employer:**

*Integrity and Reliability.* - In the past the Caretakers have been married.

*Age probably 45 to 55.* - This is a good job, probably a final job, but it has no career prospects.

Skill and experience in painting, decorating and general handy work (plumbing, electricity) would be a particular advantage.

Please send CVs by email to [jwalkerhaworth@aol.com](mailto:jwalkerhaworth@aol.com)