

**JOB DESCRIPTION**

<b>Post Title:</b>		Porter	
<b>Department:</b>		Portering	
<b>Full/Part Time:</b>	Full Time	<b>Hours of Work:</b>	39 hrs
<b>Postholder Reports to:</b>		Head Porter	
<b>Postholder Supervises:</b>		No supervisory responsibility	
<b>Purpose of the Job:</b> As a member of a team to provide a portering service to Nightingale.			
<b>Equal Opportunities</b> Nightingale is committed to achieving equality of opportunity both in delivering its services and in the employment of people and expects all employees to understand and promote equality of opportunity in their work.			

**Duties and Responsibilities**

1. To assist with the movement of residents to and from various locations throughout Nightingale.
2. To carry a variety of goods, stores, furniture and equipment to and from various locations throughout Nightingale.
3. To assist with the setting up of various rooms for the events that take place at Nightingale.
4. To distribute newspapers and magazines to the residents.
5. Undertaking cleaning duties as appropriate and directed.
6. To act as a Fire Marshall and undertake the range of duties associated with this role
7. To act as Security Officer when required and to undertake the range of duties associated with this role.
8. To assist with the movement of the bodies of deceased Residents as and when necessary.
9. Such other duties, within the competence of the postholder, as may be required from time to time.

## PERSON SPECIFICATION

The requirements listed below are considered to either be **essential** to successfully undertake the duties and responsibilities of the post or are considered **desirable**.

### Qualification

Criteria	Essential or Desirable
1          None required.	

### Experience

2          Experience of undertaking portering duties	Desirable
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### Knowledge

3.          None	-----
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### Skills

4.          Ability to effectively communicate and work with and for older people	Essential
5.          Ability to effectively communicate and work with a range of colleagues.	Essential
6          Ability to work in a calm and collected manner whilst under the pressure of competing demands	Essential
7.          Undertaking a variety of cleaning duties, utilising equipment, after training.	Essential

### Special Conditions

8          Ability to work a rostered shift system, including evening and weekend work.	Essential
9          Physically fit in order to undertake heavy lifting and assistance with the movement of people and goods.	Essential
10         Part of a 7 day working pattern	Essential

**June 2014**