

# Site Warden Job Description

- Be in control of site phone, answer and deal with any queries that may arise.
- Patrol site to make sure premises are secure, switching off all lights in communal areas/toilets if need be, check that all buildings are locked and windows are closed (any that are left open please make secure by locking if able and to push any windows closed from the outside, if able to reach, do not enter the unit but take note of what was left open for us to advise tenant) (if this happens to fall on your shift).
- Check any offices that remain open from the previous shift aren't still occupied before locking up, making tenant(s) aware of your presence, and to remind that lights should be switched off on their way out (if this happens to fall on your shift).
- All park bins are to be emptied when required, and dumped into the Linfield Properties waste container.
- All cigarette boxes are to be emptied when required, and dumped into the Linfield Properties waste container.
- Shrub beds must be kept tidy and free from litter to promote a professional image.
- Remove any litter into the nearest bin, or bin cart to dump afterwards.
- Make sure all communal buildings are opened for the cleaner when needed, (if this happens to fall on your shift).
- Make sure the main front door of all communal buildings, (units 3,4,5,6,7 and 10), are secured at night, and opened for the arrival of the tenants each morning (if this happens to fall on your shift).
- The front gate must be manned from 6:45AM – 8:00AM and 4:00pm – 6:00pm, wearing Hi-Viz to ensure no one is parking illegally (if this happens to fall on your shift).
- Point of contact for visitors to the site needing directions, also keep alert for any trespassers or wayfarers in the park who look as if they may not have any business to be here.
- Keep alert for access to any delivery drivers i.e. milkman, newspaper delivery, private couriers, trades, bin men or tenants as they begin to arrive each morning.
- The main gates are to be closed from 22:00pm each evening, however when needed, these can be opened with the remote, or using the button on the intercom receiver in the security office, after which they need to be closed after access is permitted.
- Record any incidents/occurrences/telephone messages in the diary for review from Site Manager.
- This does not limit your duties and the Company may require you from time to time to do any work within your capacity.