



Job Description

Position:	Site Assistant – Maintenance
Location:	Barnston, Wirral
Hours of Work:	As Agreed hours with flexible working hours. This will include weekends and shift work
Reports to:	Centre Manager

Purpose & Scope of Role:

- To undertake maintenance tasks, ensuring site is well maintained.
- Assist in all areas of the general running of the Centre, including cleaning and housekeeping.

Key Tasks:

- Undertake site maintenance including painting, joinery and general building skills to a high standard.
- Monitor maintenance requirements, prioritising tasks and working with colleagues to ensure all jobs completed in a timely and efficient manner.
- Ensure the site is well maintained, clean and safe at all times
- To assist with cleaning, kitchen duties and housekeeping where required.
- To provide consistently high standards of visitor care at all times when welcoming visitors to the site.
- Ensure the security and safety of visitors, staff, volunteers, the premises, and stock at all times.
- To work flexible hours as required in accordance to planned rotas.
- Driving duties as and when required if possible
- Take undertake any appropriate training and development as required

Health and Safety:

- To follow all Health, Safety, and Hygiene procedures at all times, be responsible for own Health and Safety and ensure all incidents or accidents are recorded as per company policy.
- Ensure all equipment and general environment is kept clean and safe.
- To record any incidents or accidents as per company policy.

Safeguarding:

- To ensure complete compliance Child Protection, and other procedural guidelines relating to safeguarding.
- To take part in all relevant training.

Equal Opportunities:

- To demonstrate a commitment to equality of opportunity, working within agreed policies and procedures.

Team Involvement:

- To work in a small team environment.

Summary:

- To carry out any other duties reasonably requested.

Security:

- To check all materials and equipment are put away and the premises are secured at the end of each shift

