

# FRESH FUTURES

Improving lives, inspiring change

## Job Description

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Job Role:	Maintenance Assistant
Management level:	
Reporting to:	Facilities Manager
Direct reports:	
Functional reports	
Salary:	£12.80ph
Hours of work:	27.5

## The Company

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Fresh Futures is a registered charity, based in Kirklees, delivering services across South and West Yorkshire. Our vision is for all young people to have opportunities for a better life, now and in the future. Our work is delivered through 4 themes of activity - Education & Training, Early Intervention & Prevention, Specialist Family Services and Social Enterprise activities.

## Purpose of the job

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Why the role exists and overall responsibility.

- To support the Repair & Maintenance Coordinator to maintain all Fresh Futures buildings and properties to a high standard
- To successfully carry out all Health and Safety procedures and testing requirements within all applicable time restrictions
- To ensure the security of the building and provide practical help and support to out of hours groups using the facility.
- To provide support with cleaning and general repairs.

## Main activities

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### Buildings

- Provide general maintenance and repairs across Fresh Futures buildings including, but not limited to, plumbing, carpentry and painting tasks.
- Ensure the buildings grounds are safe, secure, and maintained to the highest standards, with specific responsibility, as a key holder.

- Provide support for all users of the building out of normal office hours.
- Ensure correct procedures are followed in the event of an incident/accident.
- Assist the Repairs and Maintenance Coordinator in implementing maintenance systems.
- Ensure all Building Services are maintained in good working order and serviced/inspected as required.
- Follow and maintain all Health and Safety and Statutory requirements on all Fresh Futures buildings.

#### Health & Safety

- Work with the Facilities Manager to ensure our buildings comply with all relevant legislation, including Health & Safety, Fire Safety and Accessibility etc.
- Maintain a good and safe system for contractor safety.

#### Administration

- Ensure timesheets are correctly filled out and to the correct timescale including any holidays or sickness.
- Keep a log of all jobs ongoing, completed etc. Liaise with Facilities Manager on regular basis.

#### Customer facing (Adhoc)

- To install safety equipment in customer's homes, in line with service contract targets
- To provide instructions and advice to customers on correct use of safety equipment
- To provide customers with relevant child accident prevention and home safety information to help reduce the risk of childhood accidents
- Conduct assessments of home fire safety standards and provide appropriate fire safety advice to customers
- Delivery of vitamin supplements to Distribution Centre's in line with agreed schedule

#### Other

- Comply with all relevant Fresh Futures policies and procedures.
- Undertake training and professional development as necessary to be able to fulfil the role.
- Demonstrate all Fresh Futures values.

### **Knowledge, training, and experience required.**

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- Prior experience of managing day to day repairs and planned maintenance
- Current and clean full driving licence
- Knowledge of Health & Safety and Fire Safety requirements in commercial buildings
- Practical and proven working experience of multi trades
- Be professional, well organised and proactive
- Prior experience of Microsoft Office packages

### **Key personal characteristics**

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- High degree of honesty, integrity and confidentiality
- Takes pride in working to high standards.
- Strong organisational skills and the ability to manage a large workload and prioritise effectively
- Regularly checks quality of outputs and seeks support to apply best practice
- Communicates clearly to colleagues, clients and associates.
- Responds positively to resolve problems effectively ensuring that all are happy with the outcome.
- Goes the extra mile to achieve positive outcomes.

- Engages in teamwork to promote colleague welfare and team spirit across the organisation.
- Encourages contribution from the team.