JOB DESCRIPTION HANDYMAN

Role/ Title: Handyman

Hours: 8.00-16.30

Reports to: Facility Manager

Liaises with: Client, Facility Manager/ Supervisor, Cleaning Staff, Canteen and Suppliers.

MAIN PURPOSE OF THE JOB

To provide efficient and effective caretaking support to the project including ensuring the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards.

Key Accountabilities

Duties and Responsibilities

• To undertake minor items of repair and maintenance to the fabric of both accommodations for the benefit and safety of client and contractors. Including the minor repair of fixtures and fittings including desks, tables and chairs as appropriate.
• Responsible for all planned preventative maintenance on site, including but not limited to proactive and reactive work.
• To assist with minor plumbing including unblocking sinks and drains etc.
• To deal with minor repairs where necessary as instructed by the client and/ or facility manager.
• To deal with minor electrical repairs and fixings.
• Responsible for the PAT testing and maintenance of all electrical equipment on site.
• Regularly check external areas for any potential danger to people on site.
• Daily litter picks, sweeping of hard surfaces, emptying of litter bins, attending to planters.
• Assist with deliveries and general portage duties.
• Support with other cleaning duties as and when required.

Key Competencies

• Competent at basic building repairs and maintenance.
• Use of small industrial/electrical/mechanical equipment.
• Knowledge of health and safety procedures and precautions, including COSHH regulations and an awareness of health and hygiene procedures.
• Literacy and Numeracy skills sufficient to check delivery notes, measurements etc.
• Able to regularly handle/carry items.

Physical Effort

At certain points of the day the post holder will be expected to undertake bending, lifting and stretching in the course of their duties e.g. minor maintenance work, remedial painting and decorating, repairs to fixing, receiving deliveries of goods and equipment, setting out and putting away furniture.
Due to the nature of the post there will be an expectation that the post holder will be exposed to dirt and dust which on occasions, for example adverse weather conditions, may be higher than normal.

NB: This job description is intended to give the post-holder an appreciation of the role envisaged and the range of duties and responsibilities to be undertaken. It does not attempt to cover every activity. Specific tasks and objectives will be agreed with the post-holder at regular intervals. The post-holder will be required, at all times, to perform any other reasonable task as requested by the Contract Manager/Operations Manager, in order to meet the operational needs of the business. JD41 Job Description Cleaning Supervisor (contd.)