

## JOB DESCRIPTION

### Handyman /Caretaker



#### Benefits

- **Company pension scheme**
- **Healthcare Cashback plan**
- **Staff discount of 30% rising to 35% after 5 years' service**
- **A maximum of 28 days holiday per year rising to 30 after 5 years' service (pro-rata'd if part time)**

<b>Job Title</b>	Handyman / Caretaker
<b>Objectives</b>	To deliver excellent maintenance services across the four Coolings sites TGGC, Rushmore Hill, Knockholt CPG, Bearsted, Maidstone CWC, Forest Row, East Sussex CG&P, Main Road, Knockholt To maintain all sites to a high standard, repairing general wear and tear and helping with new projects and builds.
<b>Accountable To</b>	Garry Norris, Coolings Health and Safety Manager
<b>Area of Responsibility</b>	To provide efficient and effective maintenance support to the business and our tenants, including ensuring the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards  To observe safe working practices in carrying out the required duties and ensure that instructions specified by the company, consultants, contractors and manufacturers are adhered to.
<b>Working Relationships</b>	You will be expected to liaise closely with the following people: <ul style="list-style-type: none"> <li>➤ Ian Hazon, Production and Operations Director</li> <li>➤ Gary Carvosso, Managing Director</li> </ul>
<b>Key Tasks</b>	Day to day tasks will vary greatly but can include: <ul style="list-style-type: none"> <li>➤ Fixing any safety hazards promptly</li> <li>➤ Putting together furniture and other equipment</li> <li>➤ Installing small appliances and machinery</li> <li>➤ Undertaking minor plumbing, carpentry and painting</li> <li>➤ Repairing pathways</li> <li>➤ To undertake portorage tasks as required</li> <li>➤ Grounds maintenance on site and in the local villages where flowers beds are sponsored by us.</li> <li>➤ Carry out grass cutting as arranged and periodic grounds maintenance.</li> <li>➤ To organise and undertake on a pre-planned basis stripping and resealing of Restaurant furniture.</li> <li>➤ To clean light fittings and to test lighting systems as</li> </ul>

	<p>required replacing where necessary minor parts such as tubes, bulbs, fuses starters and diffusers, in accordance with safe working practices.</p> <ul style="list-style-type: none"> <li>➤ To comply with the requirements of Health and Safety, and other relevant legislation and policies.</li> <li>➤ When required, to clear blockages, remove foreign matter from sinks, toilets, drains, kitchen grease traps etc. and clean up spillages.</li> <li>➤ To ensure that gullies, drains etc. are kept free from debris and car parks are litter free.</li> <li>➤ To be responsible for ensuring clear and safe access to the site, particularly in adverse weather conditions (e.g. clearing snow, gritting etc.)</li> <li>➤ To dispose of waste materials in a safe, hygienic manner ensuring that it is available for collection as required.</li> <li>➤ To monitor stock levels of consumable items such as fuel, grit, light, bulbs/tubes and arrange to replenish supplies in accordance with current procedures.</li> <li>➤ To maintain appropriate records including, repair orders, and heating system records book.</li> <li>➤ To support, where necessary, personnel visiting the site such as contractors.</li> <li>➤ Ensure the workshops at each site are kept clean and organised at all times.</li> <li>➤ Occasional deliveries to customers in our Company vehicles as a back up to our delivery team.</li> <li>➤ To carry out any other reasonable duties within the overall function of the job.</li> </ul>
<p><b>Core Skills</b></p>	<p>The core skills required for this position are: -</p> <ul style="list-style-type: none"> <li>➤ Ability to work as part of a team, and also on your own</li> <li>➤ Ability to provide high levels of service</li> <li>➤ Be proficient in general DIY skills, including basic plumbing, carpentry, and decorating</li> <li>➤ Good customer service skills as you will be approached</li> <li>➤ Active and fairly fit</li> </ul>
<p><b>Additional Notes</b></p>	<p>You will be expected to hold a full (Manual) UK driving licence. Should you be disqualified from driving, the company reserves the right to terminate your employment.</p> <p>You will be expected to work the following days in addition; Bank Holidays x 2 in the Spring and up to 4 Saturdays in the spring, and up to 4 weekends per year to cover other events. The time will be given back in lieu at a mutually agreeable time.</p> <p>You will be expected to work a full 8 hour day on whichever site you are working, you must allow adequate travelling time from your home to place of work for this, there is no allowance for travelling time within the 8 hour working day.</p>

	Some extra hours may be needed at either the start or end of the day. This time will be given back in lieu at a mutually agreeable time.
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Signed : ..... Date : .....