

# JOB DESCRIPTION

**JOB TITLE:** Maintenance

**REPORTS TO:** Manager

**INTERNAL CONTACTS:** Staff and volunteers

**EXTERNAL CONTACTS:** General public, BCP Council, various emergency services and suppliers

**SALARY:** £18,720 (to be reviewed after three months)

**HOURS:** 40 per week, mostly weekdays but some weekend and evening work will be required as the business demands.

## **Key Purpose of the Role**

To be responsible for the maintenance, cleanliness and stock control of the Regent Centre. To promote and participate in achieving the most efficient and economic use of the premises, facilities, plant, equipment and materials.

## **1. SITE MAINTENANCE**

Responsible for maintaining the site in a good state of repair and appearance including all buildings and facilities.

### Principal Tasks:

- Undertake emergency and planned maintenance, repairs, decoration etc. within capability; respond effectively and maintain a log of such works
- Maintain all equipment, tools and plant in a safe and good condition; liaising with external suppliers and services where necessary.
- Maintain the Regent facility to a high standard of cleanliness by overseeing our daily internal and external cleaning programme.
- Liaise with the Manager in the preparation of maintenance and capital expenditure project / work plans; liaise with contractors and be their main point of contact.
- Manage all contractors on site, ensuring that all health and safety requirements are met and that their work is monitored.
- Manage stock control for all food and beverages sold at the Regent, ensuring sufficient stock is always available for our events.
- Undertake routine inspections of the site including daily maintenance checks.
- Maintain computerised records of all regular checks undertaken.
- Responsible for heating and lighting systems throughout the premises; arrange to remedy any problems and to participate in cost saving projects
- Attend regular meetings including a weekly site review with the Manager.
- Be aware of the location of essential services including water isolation valves, fire points, drainage systems, gas and power supplies. Maintain a detailed plan showing the location of these.
- Regularly inspect all drains and gullies for blockages remedying as necessary.
- Regularly visually inspect outside areas for defects and potential hazards including condition of boundaries, fencing and building exteriors.

## **2. FIRE AND SECURITY**

In partnership with the designated Fire and Security Officer ensure that all systems are regularly maintained and tested, appropriate records kept and all related policies and procedures are reviewed and updated as necessary

### Principal Tasks:

- Ensure the buildings are locked and unlocked at appropriate times (including daily opening and closing); setting and disarming of alarm systems.
- Regularly walk around all buildings to monitor maintenance standards, lighting and heating use and that windows and doors are secured. Report and act upon any issues with the appropriate staff
- Test fire alarm call points weekly and regularly check other fire equipment e.g. extinguishers for damage or expiration; change batteries in detection equipment as required; maintain logs of all checks. Liaise with the fire and security contractors to arrange for servicing and repairs
- Provide safe access to buildings in the event of snow, minor floods and similar emergency situations.

## **3. CARE TAKING**

Ensure supplies, furniture and equipment are in place so all Regent Centre activities can proceed as expected

### Principal Tasks:

- Transfer goods and materials delivered to the Regent to appropriate locations around the site; assist with assembly of goods received where necessary and report any defects.
- Regularly set out and clear away furniture, equipment and other items when required by external hirers and staff.

## **4. CLEANING and WELFARE**

Participate in and ensure that the site is kept clean, tidy and attractive in order to minimize risks to the health and safety of those using the Regent.

### Principal Tasks:

- Ensure high standards are maintained, operatives efficiently employed and value for money achieved.
- Manage refuse and recycling procedures and ensure relevant staff are aware.
- Keep all outside areas clean and tidy, e.g. litter clearance, debris clearance, refuse bin compounds
- Carry out emergency and cross over cleaning as required.
- Monitor supplies of cleaning materials and personal hygiene products.

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

## **Personal specifications.**

- Previous maintenance experience is desirable as the role will include painting, redecoration, basic plumbing and electrical maintenance
- Maintain records of all maintenance checks in the appropriate documentation schedules
- A knowledge or previous experience of a large venue environment would be desirable.
- Self-motivated and able to use own initiative.
- Flexible approach to work.
- Be team player
- The ability to manage, prioritise and work to deadlines.
- Organised with the ability to manage and co-ordinate multiple projects.
- Good communication skills, both written and verbal.