

Job Description

Job Title:	Repairs and Maintenance Worker
Based at:	Restart
Hours:	35 hours -Monday to Friday 9am -4:30pm – some flexible working may be required
Salary:	£17,500 - £18,500
Responsible to:	Restart Manager
Responsible for:	Minor repairs and maintenance of Saltbox properties
Recruitment:	This post is subject to a satisfactory DBS and reference checks

Summary of Duties

- A To delivery day to day maintenance and repairs to Saltbox properties ensuring a high quality service is provided
- B To work within health and safety procedures at all times

Main Duties

1. To carry out agreed minor repairs and decoration within Saltbox properties to a high quality standard
2. To assist with furniture deliveries and installations in Saltbox properties
3. Deal effectively and safely with repairs and maintenance ensuring timely responses are made and properties are safely and securely maintained
4. Check that all tools or stores items are accounted for at all times so that security is maintained
5. Monitor and complete documentation accurately for all work carried out ensuring quality systems are followed
6. Report to appropriate person all unsafe conditions, damage, near misses – whether or not there are any personal injuries, in order that remedial action can be taken
7. To assist with the purchase of agreed materials for the purpose of maintenance work and in line with the maintenance schedule, completing all necessary documentation
8. To work with clients and volunteers who are developing their skills as part of the Restart service
9. To complete all necessary records, including timesheets, expenses forms, volunteering information, health/safety information etc
10. To work with all staff to continually raise the standard of Saltbox properties
11. To undertake such other duties as may be required by the Restart Management Team
12. To adhere to Saltbox policies and procedures
13. To attend staff meetings, one to one supervision and training and development meetings in accordance with operational requirements

Repairs and Maintenance Worker

Person Specification

Requirements		Essential	Desirable
Skills / Knowledge / Experience	Experience of carrying out a wide range of repair and maintenance work	√	
	A proven ability of working with ex-offenders. Experience and understanding of issues facing vulnerable adults and their families	√	
	Ability to work under pressure, prioritising different areas of work according to need and producing work of a high standard	√	
	Qualification in a relevant trade e.g. plumbing, joinery or electrical		√
	To be accurate and give attention to detail	√	
	To be able to complete necessary documentation eg: time sheets, health/safety information, expenses claims	√	
	An interest in people and a commitment to helping others	√	
	To have experience of working with vulnerable adults		√
Personal Qualities	Committed to providing an excellent customer service with high standards of quality	√	
	Enthusiastic person with a good and pleasant manner, with the ability to get on well with others	√	
	Organised, methodical and consistent in approach	√	
	Self motivated with the ability to work alone as well as part of a team	√	
	Respect for client confidentiality	√	
	A non-judgmental attitude regardless of the client's needs or situation	√	
	To be willing to work flexibly within a developing environment with a 'can do' attitude	√	
	To be able drive with own transport	√	