

Job Description – Repairs & Maintenance Worker

Job Title:	Repairs and Maintenance Worker
Employed by:	Saltbox
Based at:	Adelaide House, Adelaide Street, Burslem, and other Saltbox locations as required
Salary:	£18,500
Hours:	Full Time: 35 hours - Monday to Friday 9am - 4:30pm – some flexible work may be required
Responsible to:	Restart Property Services Manager
Responsible for:	Minor repairs and maintenance of Saltbox properties
Contract:	Permanent
Recruitment:	This post is subject to a satisfactory DBS and reference checks

Purpose of the Role

To delivery day-to-day maintenance and repairs to Saltbox properties ensuring high standards of maintenance. To work alongside, domestic and support worker teams working within Health and Safety procedures at all times

Summary of Main Duties

- a) To carry out agreed minor repairs and decoration within Saltbox properties to a high quality standard
- b) To assist with furniture deliveries and installations in Saltbox properties
- c) Deal effectively and safely with repairs and maintenance ensuring timely responses are made and properties are safely and securely maintained

Key Areas of Responsibility

- Check that all tools or stores items are accounted for at all times so that security is maintained
- Monitor and complete documentation accurately for all work carried out ensuring quality systems are followed

- 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
- 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
- To work with clients and volunteers who are developing their skills as part of the Restart service
- To complete all necessary records, including timesheets, expenses forms, volunteering information, health/safety information etc
- To work with all staff to continually raise the standard of Saltbox properties
- To undertake such other duties as may be required by the Restart Management Team
- To adhere to Saltbox policies and procedures
- To attend staff meetings, one to one supervision and training and development meetings in accordance with operational requirements

Person Specification for Repairs & Maintenance Worker

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, computer skills including (Word, Excel, Outlook email)	√	
	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	√	



Other Information:

Saltbox: Restart:

Restart provides supported housing for those who are homeless or at risk of homelessness to make changes towards a better life. Our Clients have multiple and complex needs.

Saltbox is an organisation with Christian values and principles. Saltbox services support those with all faiths and none. It is not a requirement to be a Christian to work for Saltbox, however staff are expected to behave in accordance with our Values and Guiding Principles, which are detailed below:

Values:

Our message to individuals, communities and organisations is:

- You are valuable
- You have purpose
- You can be forgiven
- You can trust
- You can serve
- You can make a difference

Saltbox's Guiding Principles:

1. We are an organisation with Christian values & principles
2. We aim to make a difference to communities & to see individual lives transformed
3. We seek to work in partnership & seek collaborative opportunities to strengthen communities
4. We strive to be caring, professional & hardworking at all times