

## Job Description

Job Title:	Maintenance Assistant
Employed by:	Saltbox
Based at:	Unit 708, Centre 500, Lowfield Drive, ST5 0UU – other Saltbox locations as required
Salary:	£20,820 - £23,000 – Depending on Experience
Hours:	Full Time: 35 hours - Monday to Friday 9am - 4:30pm – some flexible work may be required
Responsible to:	Property Services Manager
Responsible for:	Minor repairs and maintenance of Saltbox properties
Contract:	12 Month Fixed Term Contract – with potential extension to permanent, depending on funding
Recruitment:	This post is subject to a satisfactory DBS and reference checks

### Purpose of the Role

To deliver 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 minor repairs, decorating, cleaning, basic repairs, rubbish disposal all within Saltbox properties to maintain a high-quality standard
- b) To support the maintenance team in the duty of plumbing, joinery, furniture deliveries or any other daily duties as required
- c) To assist with furniture deliveries and installations in Saltbox properties
- d) 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
<b>Skills / Knowledge / Experience</b>	Experience of carrying out a wide range of general repairs and maintenance work	√	
	A proven ability of working with ex-offenders. Experience and understanding of issues facing vulnerable adults and their families	√	
	To support the teams in various 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	√	
<b>Personal Qualities</b>	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 to drive with own transport	√	
	Must be over the age of 21 to drive Saltbox Vans	√	



## **Other Information:**

### **Saltbox:**

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