

Job Description

Job title: Facilities Assistant

Salary: £10.28/hr x 3hrs/wk

Contract: Freelance for a fixed term: March 2020 – November 2021

Employed by: Pie Factory Music

Location: Based in Ramsgate

Responsible to: Finance & Operations Manager

Job Summary

We are looking for a skilled and reliable person to join our hard-working team to take on internal and external maintenance tasks, gardening and repairs. You will be responsible for all upkeep and repair duties, including maintaining green spaces, identifying the need for repairs and servicing the charity's equipment.

To be an effective handyman, you will be skilled and hard-working, with outstanding problem-solving abilities. Skillful hands, a keen eye for detail, good physical stamina and strong technical knowledge are greatly valued in this role.

Responsibilities

- Perform basic tasks including painting (internally and externally), filling crevices, erecting shelves, general maintenance
- Managing maintenance repairs
- Perform basic repairs on electrical equipment – plug and fuse changes
- Detect and report the need for major maintenance repairs
- Regularly check the external areas of the site to identify issues with litter and repairs
- Maintain cleanliness of outside spaces, including car park, footpaths, football pitch, quad and garden
- Remove generated rubbish from repairs and maintenance off-site for responsible disposal at the local recycling centre
- Perform basic gardening tasks including removing weeds, cutting grass, clearing the pond
- Liaise with tradespeople where appropriate

Key

- Basic literacy skills
- Ability to work well unsupervised
- Well organised with good communication skills (especially email and telephone)
- Experience with hardware tools and electrical equipment
- Excellent problem solver
- Be able to work well as part of a team
- Must have own vehicle for transporting equipment and rubbish

Preferred

- Minimum of 2 years experience working in a similar role
- Qualification/proven basic understanding of electrical systems