****

**Job Description**

|  |  |
| --- | --- |
| **Job Title:** | **Maintenance Person** |
| **Reporting to:** | **Area Manager** |
| **Revised:** | **May 2021** |

|  |
| --- |
| **Summary** |
| To undertake repairs and maintenance at Harlington Hospice, Michael Sobell and Age UK Hillingdon, Harrow and Brent shops.  |

|  |
| --- |
| **General** |
| In addition to the specific duties and responsibilities outlined in this job description, all Harlington Hospice employees should be aware of their specific responsibilities towards the following:* The charities operate a no-smoking policy. The post holder should either be a non-smoker or be prepared not to smoke in any Charity premises, grounds, or vehicles or when on Harlington Hospice business outside the office.
* Adhere to all health and safety and fire regulations and to co-operate with the Charity in maintaining good standards of health and safety.
* Uphold ethical and professional standards and not behave in a manner that is likely to bring the Charities into disrepute.
* Promote and sustain a responsible attitude towards equal opportunities and diversity within the Charity.
* Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role.
* For designated roles, the post holder will be responsible for health & safety, business continuity planning and/or risk management. (These responsibilities will be notified on appointment).

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder. |

|  |
| --- |
| **Duties** |
| Adhere to all health and safety guidelines and regulations.Respond to emergency call outs.Regularly perform maintenance jobs and light repairsFill gaps and provide painting services.Perform minor electrical, plumbing, carpentry, and flooring work. Repair equipment and various machines and appliancesIdentify, document and report maintenance and repair work. Suggest additional repairs when identified and needed.Control expenditure and work to agreed budgets.To work closely with the shop managers to ensure that the shops can trade whilst any work is being undertaken.To promote the work of Harlington Hospice, Michael Sobell Hospice and Age UK Hillingdon, Harrow and Brent when dealing with customers and other outside agencies.Any other duties as required. |