ST RICHARD'S HOSPICE

JOB DESCRIPTION

St Richard's Hospice
Caring for life

Job Title: Maintenance & Facilities Assistant

Reporting to: Estates & Facilities Manager

Accountable to: Head of Estates & Facilities

Our Values:

Our Core Values underpin everything we do and all employees are expected to comply with our Values and reflect these in their day-to-day work.



Job summary: Work as part of the Estates & Facilities team to provide high standards of appearance, performance and efficiency of premises, grounds, vehicles and equipment. This will include planned and emergency maintenance and repairs to the hospice in Worcester as well as retail premises across the county.
Ensure all maintenance work is carried out in compliance with Health and Safety regulations.

Key Responsibilities:

Maintenance

- Carry out reactive maintenance tasks, undertaking repairs as required at the hospice and retail shops across Worcestershire
- Assist with the on going programme of redecoration work

- Work with the Maintenance Lead to prioritise job requests requiring repair, replacement or maintenance, advising of any issues or cost implications.
- Carry out regular inspections and testing of systems to ensure compliance with hospice and Health & Safety regulations e.g. fire alarm, emergency lighting, water flushing, PAT testing etc.
- Ensure vehicles are maintained in accordance with statutory requirements and the needs of the hospice, keeping them clean and completing weekly safety checks
- Take responsibility for the maintenance and storage of tools and equipment in accordance with the inventory, advising the Maintenance Lead of any shortfall in stock levels of consumables
- Maintain awareness of health and safety issues when walking around the hospice, removing misplaced items and hazardous objects to a place of safety

General

- Accept delivery of goods within working hours and distribute to the appropriate area
- Move and arrange furniture in meeting rooms to meet the requirements of meetings and events
- Work with the Maintenance Lead to organise and supervise teams of volunteers working in the grounds
- Assist with keeping external areas clean and tidy, including ensuring car park and paths are free of weeds and litter. Help to keep lawns and hedges cut and plants pruned
- Ensure store rooms, clinical waste and recycling bins are kept clean, tidy and organised
- Maintain stock levels of portable oxygen and distribute in house as required
- Assist with the care of deceased patients and transfer to hospice mortuary
- Liaise with funeral directors and assist with transfer to funeral services
- Use either hospice or own vehicle to collect or deliver pathological samples and blood products for transfusion
- Be part of the out of hours call out rota to ensure out of hours emergency response, being prepared to come into the hospice if required

Administration

- Use the Facilities Management database to check for jobs and keep it updated with clear entries regarding the progress of jobs
- Maintain computerised records of maintenance and testing of plant and equipment in accordance with statutory requirements

Personal Development:

- Attend appropriate updates and courses to maintain and develop own skills and expertise
- Complete all mandatory training in a timely fashion and attend or complete in-house updates on fire safety, moving and handling and infection control
- Be aware of health and safety issues within the workplace and bring concerns to the attention of the Estates & Facilities Manager or Health & Safety Officer

- Undertake annual IPR with the Estates & Facilities Manager and respond to the agreed development plan

General:

- All staff employed by St Richard's Hospice are bound by policies and procedures within the organisation to include Health and Safety, Equal Opportunities and Confidentiality
- This job description is not exhaustive and will be reviewed annually at IPR by post holder and line manager

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	Essential	Desirable
Education/ qualifications		Health and Safety Qualification Plumbing or carpentry skills City and Guilds/BTEC or similar building related qualification PAT testing training
Experience	Experience in building maintenance Grounds maintenance experience	Experience within a healthcare environment Experience of working with volunteers
Knowledge and Skills	Ability to prioritise and work under own initiative Good problem solving and time management skills Excellent communication skills with the ability to liaise at all levels Good understanding of Health and Safety regulations Good level of computer literacy with the ability to create spreadsheets and Word documents	

Personal qualities	Excellent organisational ability Ability to work as part of a team Proactive, can do attitude Flexible Possess a full driving licence and have access to own transport	