

Job Description

Maintenance Assistant

Job Purpose

To work as part of the infrastructure team to ensure that the standards of North Yorkshire Hospice Care's premises and equipment, health and safety and other elements of infrastructure match and support the high quality of care provided to patients, clients and their families.

Key Tasks

Under the direction of the Deputy Executive Services Delivery Manager undertake repairs and maintenance to ensure that all North Yorkshire Hospice Care buildings and equipment are all kept to a high standard and preventing faults where possible which will include exterior work as well as internal cleaning, checking and repair. To ensure that all completed tasks are logged.

To undertake the planned programme of maintenance and testing for areas such as portable appliances, legionella, fire system, and support contractors undertaking equipment and system maintenance and testing, ensuring that all records are maintained

Working with the Deputy Executive Services Delivery Manager to support the short-term loan recliner chair service ensuring efficient and effective processes are in place to safely collect, deliver, clean and service and store chairs.

Maintaining the company vehicles and carrying out basic safety checks.

To support the setting up of meeting rooms and ensure they are prepared for use according to the booking requirements, liaising with the necessary teams as required.

To embed the values of the organisation into your working practices, evidencing this regularly and ensuring this remains a priority.

To carry out all duties in accordance with the law, the Hospice philosophy, and the Hospice policy on equality of opportunity and diversity and collective responsibility.

The above is not an exhaustive list of duties, and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

3. Terms and Conditions

Responsible to: Deputy Executive Services Delivery Manager

Responsible for: No line management

Salary: Internal scale

Hours: 21 hours

Location: North Yorkshire Hospice Care sites

Person Specification

Education/Qualifications

- Driving minibus to MIDAS standard or willingness to undertake MIDAS training
- PAT Testing certificate or willingness to undertake training

Experience

- Experience of providing practical maintenance support, or experience of working in a relevant practical trade such as joinery, plumbing, electrics.

Knowledge/Skills

- A team player who engages well with others
- Good communication and interpersonal skills
- Good understanding of health and safety
- Good organisational skills
- Able to deal with varying priorities and busy workload
- Able to think laterally and solve problems
- Understanding of requirements of building maintenance
- Demonstrable practical skills in maintenance such as joinery, decorating, plastering, and basic vehicle maintenance
- IT skills
- Ability to work unsupervised

Attributes

- Ability to work occasional overtime and weekend working
- A personable and warm approach with a genuine interest in the wellbeing of patients, guests, and team members
- Works with a positive, respectful, and professional attitude
- Manages stressful situations with a calm and measured approach
- Flexible in attitude to work, and undertaking of role
- Demonstrates a commitment to on-going learning and development
- Proactive in instilling a health and safety culture within North Yorkshire Hospice Care

- Good attention to detail and a 'completer finisher'
- Full UK driving license
- Physically fit
- Full understanding of and strong commitment to confidentiality
- Demonstrate a commitment to North Yorkshire Hospice Care's aims and objectives through its core values and behaviours
- Promote and sustain a responsible attitude towards diversity and inclusion within North Yorkshire Hospice Care