

JOB DESCRIPTION

Job Title: Maintenance Manager

Responsible To: Director of Finance

1/ You will be responsible for: ensuring that all areas of charity's buildings, grounds and equipment are maintained to an exceptional standard in line with health and safety requirements.

2/ In particular, you will need to:

- Plan, budget, co-ordinate and supervise the general maintenance of buildings, grounds, parking, security and designated sites of the charity, including internal maintenance staff and external contractors
- Undertake aspects of general maintenance including painting, decorating and gardening
- During winter periods ensure ice/snow is cleared
- Operate safely hand and powered equipment
- Complete specific health and safety maintenance checks at all projects on a six monthly or annual basis and associated documentation
- Replace, remove, repair and assemble furniture and equipment

3/ To achieve these outcomes you must:

- Work across all charity services across the North East
- Work both indoors and outdoors in varying weather conditions
- Adhere to risk assessments
- Have a friendly, sociable, welcoming and professional approach to all people
- Hold a full clean driving licence

4/ Every employee of St Cuthbert's Care must:

- Work professionally with managers, colleagues and external bodies at all times
- Ensure all work is carried out in accordance with charity policies and procedures as well as regulatory requirements
- Attend and complete all relevant training as required
- Work flexibly to meet the needs of the services
- Maintain confidentiality and observe data protection requirements in accordance with legislation and charity policy
- Work to the charity's safeguarding standards
- Respect, work within and promote St Cuthbert's Care's Dignity at Work Policy
- Respect and work within St Cuthbert's Care's Christian ethos

This job description is not exhaustive and some variations may be necessary.