

## **JOB DESCRIPTION – Facilities Assistant - Facilities**

<b>Job title</b>	<b><i>Facilities Assistant – Facilities</i></b>
<b>Reports to</b>	<b><i>Facilities Manager</i></b>
<b>Location</b>	<b><i>Milton Keynes Distribution Centre</i></b>
<b>Key interface</b>	<b><i>Operational Management/Admin Management/ Transport companies/ Local authorities</i></b>

### **Job purpose**

To assist the facilities manager in efficient and effective operational projects in line with the Standard Operations Procedures (SOP) and compliant with legal and local regulation requirements.

To assist with the undertaking of Waste Management and all Landscaping duties. You will be responsible for ensuring the hedges are trimmed and bushes are maintained, leaves are swept, and lawns are trimmed, some Project work and general maintenance around the site.

Familiarity with Health and Safety across the site must be adhered to as you will be using petrol strimmer's and power tools to complete some of your duties.

There will be other duties at times in line with the facilities operation for example the maintaining of equipment and general admin duties, Maintenance of Fixtures and Fittings and any other reasonable requests.

### **Key duties and responsibilities**

1. To safely maintain the grounds using Hedge trimmers, lawn mowers and other such tools which will be provided whilst wearing the appropriate PPE.
2. Maintenance of Fixtures and Fittings across multiple M.K. sites, waste management and clearance, such as a litter pick around site.
3. Maintenance projects, minor office moves and general support to all building users, which could include out of hours or unsociable hours from time to time.
4. Be a point of contact for the facilities department and assist in trouble shooting and problem solving through to fruition.
5. Maintaining and developing the standards of Health and Safety, hygiene, fire prevention and security in the work environment and reporting any variation or infraction.
6. Assistance with hard and soft services including cleaning contracts, security and building maintenance.
7. Fire safety compliance and procedures.
8. To ensure the security of the building and the stock at all times and reporting upwards any risk to either.

9.maintaining of equipment and general admin duties, Maintenance of Fixtures and Fittings and

Any other reasonable request of senior management

### **Qualifications and key skills**

- Completion of tasks in a timely manner.
- Great customer service skills and a positive attitude
- Self-motivated and ability to work well within a team
- Ability to multitask

### **Other Duties**

- To apply, promote and practice unit rules and regulations
- To apply, promote and practice Health and Safety instructions and regulations
- To apply and promote all Statutory / Regulatory requirements as instructed
- Embrace, always demonstrate and promote good customer service
- Undertake a programme of personal development in line with the company process
- Undertake any other duty deemed reasonable by Senior management

### **Working conditions**

Working conditions: may include evening and weekend work, shift work, working outdoors.

### **Physical requirements**

This role requires physical attributes due to its nature and tasks. A high standard of physical health and fitness is required i.e.:

- Good vision, good hearing,
- Good physical mobility
- Ability to stand for long periods of time and/or moving some considerable distance daily on a hard surface.
- Ability to safely work at height as tasks require

### **Additional Information:**

This job description sets out the current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

Agreement to this job description does not confirm employment status. Employment or worker status will be confirmed alongside all notable terms, within the offer letter and contract of engagement or worker agreement.