

Job Description

Job Title	Facilities Assistant
Department	People
Reports to	Chief People Officer
Responsible for	NA

Job Purpose

This is an operational role requiring a handy-person with a broad base of skills, with responsibility for maintaining a clean, safe and welcoming environment for staff and visitors at Chynoweth Farm.

Key responsibilities include planned, preventive and reactive maintenance and cleaning of facilities and company cars; supporting with Health & Safety checks; replenishing and ordering supplies and moving deliveries around site to the correct recipients.

The role will at times be physically demanding and occasionally include heavy duty site work and odd-job tasks as required.

Duties and responsibilities

Operational responsibilities:

- Routine maintenance and repairs of portacabins
- Reactive maintenance and repairs, self-observed or reported by colleagues
- Minor repairs, basic plumbing, basic carpentry, patchwork

- Day-to-day cleaning of portacabins including kitchen, toilets and office spaces
- Reactive cleaning, self-observed or reported by colleagues
- Check, replenish and order stocks of toilet, cleaning and car supplies

- Clean company pool cars, inside and out
- Carry out routine vehicle support tasks; drive to repair and testing facilities when necessary

- Support as required with scheduled Health & Safety Checks and audits ensuring a safe and secure environment
- Maintain accurate and up-to-date records
- Take deliveries to recipients on-site

- Close-down checks - ensure that cabins (where already vacated) windows are closed, lights and heaters off, and doors locked
- Follows procedures to ensure compliance with company ISO standards
- Role responsibility and accountability for actions within My Compliance is documented within HR-101a MyC RACI

Peer group / cross team liaison

- Approachable, able to communicate with colleagues and visitors about site issues
- Maintain a good working relationship with colleagues and peers, reflecting Bennamann values

Reporting and communication

- Report observations of potential problems around site

Team/Management of Team as relevant

- Proactive member of motivated and engaging team
- Participate actively in team meetings and proactive in own review and development
- Supportive member of People Team, role modelling Bennamann values in both internal and external relationships

H&S

- Responsible for own H&S, adhering to company guidelines be this in an office / workshop setting, on site, in a vehicle and / or any other reasonable context
- Ensuring H&S is maintained through all department activities
- Highlight any H&S risks you identify to management
- Ensure you have any and all reasonable PPE and highlight any deficiencies to management who will address as required

Person Specification

ATTRIBUTES	ESSENTIAL (must have these skills or experience)	DESIRABLE (prepared to train or develop in these areas)
<p>Relevant Experience Work and non-related work experience relevant to the job and organisation</p>	<p>Technical/Operational</p> <p>Physically fit, able to lift, carry and move large items</p> <p>Broad base of practical skills Handtools</p>	<p>Site maintenance experience</p> <p>H&S training or knowledge</p>
<p>Education/ Training Specific qualifications and or training</p>		<p>Fork lift qualification Telehandler qualification First Aid qualification</p>
<p>Qualities, knowledge & skills Personal skills, qualities, behaviour, most of these will be essential as many of these cannot be trained</p>	<p>Able to work independently on routine tasks Proactively identify any tasks arising Reactively respond positively to requests from colleagues on-site Confident and IT literate</p> <p>An empathy and affinity with the Bennamann company values:</p> <ul style="list-style-type: none"> - Safe, reliable and dependable - Protecting the environment and with a zero-carbon footprint - Value our customers and our colleagues - Profit with integrity - Innovative, passionate with a can-do attitude <p>In addition:</p> <ul style="list-style-type: none"> - Follows procedures to ensure compliance with company ISO standards - Adheres to process and policy, including PPE and uniform 	

	<ul style="list-style-type: none">- Presentable, with the ability to be a positive representative for Bennamann in relationships with customers and suppliers, ranging from farmers to councillors and scientists- Excellent and proven organisation, planning and communication skills	
Additional factors Working conditions/hours, ability to drive, any special working conditions (eg gas handling)	Clean driving licence	