

# ROYSTON COMMUNITY ASSOCIATION

## JOB DESCRIPTION

**Job Title:** MAINTENANCE PERSON

**Location:** Coombes Community Centre, Burns Road, Royston SG8 5PT

**Report to:** Centre Manager

**Purpose of Job:**

- To complete maintenance tasks as required to ensure the building and outside areas are kept to a high standard of repair and safety

**Hours:** 4 hours per week to be worked flexibly at mutually convenient times

**Salary:** £14.56 per hour, reviewed annually, pay award pending

**Main Duties of Job:**

- To carry out a variety of planned tasks set out by the Centre Manager to fix, maintain and keep the building and external areas in good repair. These may consist of decorating, painting, gardening and general repairs of the Centre
- To identify any potential issues and carry out preventative maintenance
- To ensure that high standards of maintenance are met in accordance with Health & Safety guidance
- To carry out additional duties as reasonably requested by the management

**Requirements of Job:**

- Experience in performing routine maintenance or DIY tasks essential
- Knowledge of health and safety requirements
- Willingness to work alone and flexibly to fit in with usage of Centre
- Ability to act on own initiative, dealing with any unexpected problems that arise
- Ability to understand, speak, read and write in English, in order to follow instructions and communicate issues