

Maintenance / Archive / Gardener Key Duties

We are seeking an enthusiastic maintenance / archive / gardener Handy Person to carry out basic preventative and reactive maintenance including carpentry, basic plumbing, decorating, changing light tubes and general maintenance upkeep. Your duties will be varied and you will be responsible for maintaining the gardens / car park in a tidy condition as well as assisting with archiving and health and safety duties.

Hours are 2 days per week (15 hours).

Own transport is essential.

Pay is £10.42/hour.

Duties include but are not limited to:-

- Manage / monitor any contractors on site.
- The Office Administrator is to sign off all completed work forms from contractors. Inform the Office Administrator when any contractor is on site and ensure that any documentation / information is forwarded to the Office Administrator promptly.
- When issuing keys to contractors please utilise the key issue notebook in reception. Ensure the contractors know where to return the keys and ensure all keys are returned and stored safely. All keys apart from the meeting room shutter keys, the boiler house keys should be handed back to the Office Administrator for safekeeping.
- Maintain and tidy the gardens / shrubs and keep all shrubbery cut back away from the buildings.
- Keep the cellar and storage areas clean, tidy and safe to navigate.
- Manage archiving in cellar – working with the receptionist to ensure record keeping is up to date.
- Maintain office security at all times as necessary.
- If necessary distribute visitor passes to all contractors / visitors. Ask all visitors to sign in the visitor book.
- Receive any deliveries and report to Reception / Admin Team as necessary.
- Painting and decorating / filling as necessary.
- Install fittings such as blinds as necessary.
- Minor plumbing repairs as necessary.
- Filling and tidying damaged areas such as walls / skirtings etc.
- Liaise with tenants (two other companies on site) and report any issues to the Office Administrator.
- Carry out weekly fire call point tests and maintain the records, report any issues to the Office Administrator.
- Assist with fire drills and any health and safety duties as necessary.
- Check that fire exits are clear and all signage is displayed clearly. Report any health and safety concerns to the Office Administrator immediately.
- Direct visitors to reception and inform the Admin Team as necessary.
- Removing any rubbish from offices and external areas.
- Replace light tubes as required.
- Maintain security of the building and external areas – report any concerns to the Office Administrator.
- Clean out low level gutters and remove any tree / plant debris on a regular basis.
- Clean out drains to car park and building on a regular basis.
- Keep the car park areas swept and clean.
- Ensure there is a good supply of grit and rock salt for winter.



- Spread grit/rock salt as necessary when weather is likely to be icy.
- Arrange for key cutting as necessary.
- Monitor the car park and liaise with the receptionist to keep the company and tenant vehicle registration list up to date. Report any car park issues to the Office Administrator including any unknown vehicles. If anyone is obviously parking in Wakemans car park that should not be there politely ask them to move.