

Job description

Grounds and Site Facilities Assistant

The role can either be part or full time. Principle working days will be Fri, Sat, Sun – 8.30am until 5.30pm (up to 5 days available.) A full UK driving license is essential for this role.

We are looking for a Site Assistant to work on our site. This includes daily talks and engaging with the public, general maintenance, and all aspects of facilities.

All members of staff are expected to be flexible with their working hours, adaptable and organised, with good attention to detail. As we are open to the public, staff need to be presentable, friendly, and personable with good communication skills.

Main Duties:

- Grounds maintenance, site maintenance, planned preventative maintenance as well as daily site cleaning.
- Carrying out routine safety checks and maintenance of all play equipment.
- Assisting with maintenance and upkeep of the walled garden, orchard, and other planting projects.
- Landscaping and field management, including spraying.
- Grass cutting, strimming and hedge cutting.
- Basic maintenance of equipment and safety surfaces in the children's play areas.
- Due diligence duties ensuring safety sheets are updated/ completed.
- Engage with members of the public where needed and always deliver great customer service.
- Minor maintenance/ repairs to grounds/ fencing and buildings.
- Perform regular toilet facility checks and clean as required.
- Emptying of litter bins, picking up litter, maintaining foot paths, cleaning picnic areas, hand wash stations and play equipment.

- Additional tasks as directed by the Operations Manager.
- Maintain cleanliness of the whole site.
- Perform security and shut down procedures.

Necessary Skills Required:

- Able to use their own initiative and a strong work ethic.
- Have great organisational skills and communication skills.
- Be confident and competent in dealing with customer queries and complaints.
- Full driving license.
- Previous trade skills.
- A passion for working outside.

We ask that the successful candidate has their own transport to and from work, be punctual and flexible with working hours.

Salary Range: £17,527 - £24,383 depending on age, experience, and special skills sets.

Job Types: Full-time, Part-time, Permanent

Part-time hours: 27-45 per week

Salary: £17,527.00-£24,383.00 per year

Benefits:

- Discounted or free food
- Employee discount
- On-site parking

Schedule:

- 10 hour shift
- 8 hour shift
- Day shift
- Every weekend
- Holidays
- Overtime

Education:

- A-Level or equivalent (preferred)

Experience:

- Multi Trade: 2 years (preferred)
- Farm machinery: 2 years (preferred)
- Customer service: 2 years (preferred)
- Facilities maintenance: 1 year (preferred)

Language:

- English (required)

Licence/Certification:

- Driving Licence (required)

Shift availability:

- Day shift (required)

Work Location: In person

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