

Job Description:



Ripon YMCA, Facilities Worker

Organisation:	Ripon YMCA, 5 Water Skellgate, Ripon HG4 1BQ
Responsible to:	Chief Executive
Salary (FTE 37 Hours):	£10 per hour or reasonable rate to an existing business or tradesperson.
Contracted hours:	5 / 6 hours per week, with additional hours as agreed if required

Job Purpose:

The role of the Facilities Worker is to ensure the Ripon YMCA buildings are safe, secure and fit for purpose. The role holder will undertake health and safety checks, do maintenance and facility improvement in addition to helping the YMCA team create a friendly and positive environment for our tenants and community hall users. The Facilities Worker will also support the work of our volunteer maintenance group who assist on a weekly basis with a wide range of maintenance jobs.

Working as part of a small team, this role requires flexibility, with some out of hours and lone working. We would expect the Facilities Worker to work the hours over 1 or 2 days a week ideally on a Tuesday and / or Thursday.

Additional hours may be required if the Facilities Worker is available to support urgent / emergency situations at other times. A call out fee and hourly rate will apply in this situation.

Principle Responsibilities:

1. Manage a simple logging system for staff and tenants to report repairs.
2. Working closely with the Volunteer Maintenance team to co-ordinate repairs and improvements.
3. Liaise with the cleaning, waste disposal, washer equipment contractors to maintain positive contracts.
4. Clear and maintain the outside / courtyard space and improve the courtyard environment by the upkeep of plants / shrubs and flower pots alongside staff and tenants.
5. Ensure there is adequate spare and replacement fittings, keys, equipment and sundries to support repair and maintenance.
6. Organise and clear the store, bins, washer room and recycling areas.
7. Support staff to improve office space and storage facilities.
8. Undertake monthly buildings audits and Legionella checks alongside other staff.
9. Engage with the monthly Health and Safety meeting with other staff.
10. Support the CEO to review and undertake risk assessment activity.
11. Support the CEO to review and create policy and procedure as required.
12. Attend supervision as appropriate.
13. Support the CEO in arranging quotes or meetings with contractors for maintenance and health & safety requirements.

14. Report any incidents or safeguarding concerns and completing the required paperwork.
15. Attending training as required.
16. Be responsible for the security of the YMCA building whilst on duty and complying with Health and Safety and Emergency and Fire procedures.
17. Undertaking any other reasonable duties requested by the CEO

Ripon YMCA – Person Specification				
Role: Facilities Worker			Salary £10 per hour	
Area	No:	Criteria	Essential or Desirable	How identified
Qualifications	1	Qualification or training related to the role in health and safety or facilities management	D	A
	2	A full drivers licence with access to a car	D	A
Experience	3	Experience in health and safety and / or facilities management	D	A
	4	Experience of working independently in a setting with vulnerable adults or children	D	A & I
	5	Experience of working practically - using DIY and problem solving skills	E	A, I and E
Skills/ Knowledge	6	Excellent verbal and written communication skills	E	A, I and E
	7	Effective use of basic computer programs to record and log actions. Use of email and the internet to research	D	A, I and E
	8	Excellent organisational skills	E	A & I
	9	Knowledge of basic safeguarding principles relating to our setting	D	A & I
	10	A self-starter who is self-motivated, who can work on their own initiative and also as part of a team	E	A & I
	11	Impeccable attention to detail	E	A, I and E
Attitude	12	A commitment to support young people in difficult circumstances with a non-judgemental approach.	E	A & I
	13	A commitment to maintain confidentiality	E	A & I
	14	A commitment to equal opportunities	E	A & I
Other	15	Ability to undertake work outside of office hours when requested	E	A & I

Key: A = Application form I = Interview E = exercise at interview