# JOB DESCRIPTION

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| **Job Title** | **Bank Maintenance Assistant** |
| **Location** | **Halton Haven Hospice** |
| **Reporting To** | **Facilities Manager** |
| **Accountable To** | **Finance Director** |

## JOB SUMMARY

The post holder will complete specific aspects of the Hospice's Maintenance programme, whilst also undertaking any tasks delegated by the Facilities Manager. In addition to this the post holder will be required to support the work of the Facilities Manager.

The post holder will also be expected to contribute, as and when required, to the general maintenance of the Hospice, its exterior, the grounds and within the retail outlet.

The work will involve bending, lifting and moving and may be physically demanding, especially on the knees, back, shoulders, wrists and hands.

## MAIN DUTIES AND RESPONSIBILITIES

- To undertake on a daily basis the minor repairs recorded in the faults book
- To undertake painting and decorating of patient rooms and other areas as required
- To undertake all regular cleaning tasks stated in the Maintenance programme
- To be responsible for the routine maintenance of the external pathways ensuring these do not present a hazard to patients, visitors or staff
- To routinely check the external guttering and drains ensuring the pipe work is intact and kept clear
- To ensure the outbuildings are maintained and in satisfactory condition
- To routinely check the Hospice's air conditioning units
- To routinely check the ironmongery within the building repairing/replacing this as necessary
- In conjunction with a competent person be responsible for the safe moving of heavy equipment within the building
- To attend meetings relevant to the role
- Assist to participate in the security of the building and contents of the Hospice

## FIRE SAFETY

- To complete checks as trained and deemed capable of fulfilling
- To complete Fire Alarm checks as/when appropriate
- To complete relevant fire extinguisher checks as and when appropriate
- To monitor fire doors, emergency lighting and emergency exits to ensure that they are fit for purpose at all times
- To report all issues of concern promptly to the Facilities Manager.

## EDUCATION AND TRAINING

- To undergo such education and training as may be necessary to competently carry out the post

## DATA PROTECTION

- You should make yourself aware of the requirements of the Data Protection Act and follow local codes of practice to ensure appropriate action is taken to safeguard confidential information.

## DRIVING

- To transport IPU patients to, and from the hospital, when other transport is inappropriate or not available
- To deliver pharmacy requisitions to the local pharmacy and/or collect pharmacy orders
- To provide transport for banking purposes for the hospice and retail outlet.

## COMMUNICATION

- Maintain open communication both with and outside the team
- To carry out all duties involving patients and their families in a courteous and respectful manner
- To report all mishaps/accidents as and when they occur to the person in charge
- To report any equipment faults as and when they occur to the person in charge
- Maintain departmental, patient and whole Hospice confidentiality

**GENERAL**

- To act responsibly at all times ensuring that any actions do not bring the Hospice into disrepute

- To contribute to the team working and efficient functioning of the Hospice

- To ensure compliance with the Hospices policies and procedures and have regard for the employees obligations under the Health and Safety work act 1974

- To attend Fire Safety Training as required and demonstrate awareness of the correct procedure to be undertaken in the event of a fire

- To attend and participate in such meetings and events as may reasonably required

- To complete mandatory e-learning training

**NOTE**: The duties and responsibilities referred to are an outline only and may be changed in conjunction with the post holder, and in accordance with the needs of the Hospice.

Any offer of employment will be conditional and subject to pre-employment checks as deemed appropriate to the role including identity, right-to-work, DBS, qualification, reference checks