



## **Handyman/Steward**

### **Job Purpose**

As an integral member of the COTA team, you must contribute to the provision of handyman services adhering to health and safety guidelines at all times including all regulations for maintenance work.

### **Main duties/tasks**

- By utilizing resources available, work as effectively and efficiently as possible to ensure the service is provided to the agreed standards
- Ensure deep cleaning programme is in place and adhere to it
- Notify line supervisor of any defects or maintenance requirements within areas of responsibility
- Maintain accommodation areas in a clean and sanitary condition at all times
- Cleaning, buffering, hoovering, sweeping and washing floors, walls and ceilings to be carried out in accordance with company procedures and safe systems of work to the contract specified standard, and recorded in the cleaning schedules
- Ensure all laundry is done to clients satisfaction and contract specification
- Ensure chemical store is kept clean and tidy
- Accompany supervisor on daily and weekly inspections of areas of your responsibility
- Assist in unloading containers
- Ensure all duties and responsibilities are undertaken in full compliance of the Health and Safety at Work Act
- Report all accidents and injuries
- Report any incident of fire, loss, damage, unfit food, and other irregularities and take such action as may be appropriate
- Embrace industry training and development and culture by
  - Attending Client and Company training courses as deemed necessary
  - Fully support and participate in all Client and Company safety initiatives
  - All training initiatives which are identified are delivered to maintain the existing safe working practices and environment
- Carry out joinery and glazing duties, painting and decorating, plumbing, electrical maintenance duties as required
- Carry out safety inspections as required
- Carry out general maintenance as required
- Sourcing & ordering of spare parts & equipment

- Carry out additional duties and any other tasks within your competency, such as the unloading of containers, which form part of the company service to the customer, as requested by the manager

### **Additional Information**

#### **Responsibility for the work of others**

- Guidance and support to third party contractors
- Health and Safety, and hygiene standards
- Guidance and support to 3<sup>rd</sup> party contractors

#### **Responsibility for machinery/equipment/materials/consumables**

- Ensure correct use, safe operations and keeping clean and hygienic
- Basic maintenance and preparation for use
- Knowledge and competency in the use of cleaning materials and chemicals as approved under COSHH regulations ensuring, at all times, that all chemicals are stored correctly according to COSHH regulations
- Working knowledge of Company/Client Safety Management Policy
- SSOW and COSHH

#### **Decision making**

- Participate in periodical inspections and contribute to the process of identifying and implementing improvements
- Plan work schedule with regards to maintenance procedures
- Identify personal training needs
- Take personal responsibility for closing identified development gaps and future requirements
- Personal competencies are known, understood, adhered to and updated on an ongoing basis
- Ensure the personal working hygiene standards meet both the company and statutory requirements

#### **Communication/Contact with others**

- Communicate with colleagues and supervisors with regard to routine information
- Report any customer complaints immediately and take the necessary action if appropriate
- Communicate with external vendors

#### **Experience/Qualifications**

- Ability to demonstrate competence or informal training in at least one trade (e.g. joinery, plumbing)
- Minimum One years work related experience
- Basic hygiene certificate