



VICTORY SERVICES CLUB

## JOB DESCRIPTION JOB TITLE

<b>Job Title:</b>	<b>Responsible for:</b>	<b>Responsible to:</b>
Multi-skilled Maintenance Technician (Painter/Decorator)	Primary responsibility for Club wide painting and decorating but also reactive maintenance.	Maintenance Team Leader / Facilities Manager

<b>Primary Role:</b>
<p>To achieve the organisation's objectives and continuously improve its performance.</p> <p>Key Roles:</p> <ul style="list-style-type: none"> <li>To carry out all aspects of painting and decorating work including general repairs, maintenance and refurbishment to a high standard in accordance with Safety Regulations.</li> <li>Other roles, but not limited to, consist of strip, prepare and apply wall and ceiling coverings (incl. lining, embossed, ingrain, pattern, borders) in accordance with work specifications,</li> <li>To ensure all decorated surfaces &amp; finishes throughout the Club are maintained to the highest possible standard</li> <li>To act as a team player &amp; provide effective day-day communication with the Facilities team &amp; other Club colleagues in order to provide exceptional engineering services.</li> </ul>

<b>Specific Tasks:</b>
<ul style="list-style-type: none"> <li>Duty Facilities Operator in accordance with the Rota.</li> <li>To undertake all general maintenance duties allocated by the Maintenance Team leader and Facilities Manager.</li> <li>Responsible for fault finding on tasks and other maintenance issues and resolve in a timely manner</li> <li>Assist with office and facility moves as required.</li> <li>Respond where necessary to requests for maintenance assistance in a timely and professional manner from the Clubs departments.</li> <li>To undertake all general maintenance duties allocated by the Maintenance Team Leader and Facilities Manager.</li> <li>Order keep stock and control distribution of materials and items in conjunction with the Maintenance Team Leader.</li> <li>Receive work schedule from the Maintenance Team leader or Facilities Manager, also to plan and prioritise own work schedules and respond to emergency work as appropriate.</li> <li>Liaise with Front of House, Housekeeping, Maintenance and on-site contractors as appropriate.</li> <li>To attend relevant training events and meetings as required.</li> <li>Any other duties as appropriate to the post.</li> <li>Carry out role of Member of the Club Fire Warden Team.</li> <li>To conform to Staff Handbook for direction and guidance.</li> <li>No staff managed. But will need to monitor on-site contractors.</li> </ul>

<b>Resources:</b>
Hours of work: 40 hours per week. 5 days from 7 in accordance with the rota. (To cover period 7am to 7pm)

<b>Health &amp; Safety and Environment:</b>
<ul style="list-style-type: none"> <li>Required to use energy resources efficiently and sparingly.</li> <li>Recycle waste where appropriate and to stop or report any wasteful practices.</li> <li>Ability to work both independently and as part of a team.</li> </ul>

- Adhere to the direction and guidance given in the VSC Staff Handbook.
- Fire Warden.

**Previous Experience:**

Essential: Excellent knowledge and understanding of maintenance related tasks and Painting and Decorating.

Experience/Qualities:

Essential:

- Maintenance working and knowledge in the Hotel/Club environment (Essential)
- Experience in the hospitality/leisure/tourism industries (Essential)
- Previous practical experience in general trade area i.e. painting & decorating (Essentials)
- Excellent communication skills
- Knowledge of the Armed Forces
- Good IT skills (Microsoft Office)

Desirable:

- Experience of dealing with the public
- Military experience/knowledge of the armed forces
- Other desirable skills include general maintenance

Issued by (name/job title):	Signed:	Date:
David Leitch Support Services Director		5 <sup>th</sup> March 2020.

Acknowledged by (name):	Signed:	Date: