**BRISTOL HOSPITALITY NETWORK**

 **JOB DESCRIPTION**

**Job Title**: Maintenance Coordinator

**Hours of Work**: 7.5 hours per week

**Salary**: Pro rata to full time salary around £21,500 (anticipated salary to be set in March 2019 review)

**Probationary period:** 6 months

**Duration**: The post is initially for a 12 month period, after which it will be reviewed

**Holidays:** 24 days and bank holidays all pro rata

**Place of Work**: Welcome House, Fishponds, Bristol

**Start Date**: Negotiable

**Responsible to**: BHN Manager

**Responsible for**: maintaining a home for asylum seekers in good order, and having the minimum environmental impact, and ensuring all aspects of Health and Safety are adhered to.

**Context:** BHN have been given the use of this house, which is 2 Victorian terraced houses knocked together. It accommodates up to 12 people, including 2 or 3 hosts, who look after the day-to-day running of the building. Such a hostel has a high level of wear and tear, and higher than usual H&S risks. We aim to make it safe and comfortable, and a happy home.

We have systems in place to facilitate this role, which will be supported by the House Manager, as well as a dedicated Trustee. The dedicated Trustee has held the role of Maintenance Coordinator for the last 4 years, which is becoming vacant as he becomes a Trustee. The post-holder will liaise with the Trustee, who has considerable experience in the field and will give all the support he can. He will also scrutinize any spend, or commitment to spend, for sums exceeding £250, with in an overall budget of £10,000 to £50,000.

**Purpose of Job**: To carry out the following tasks:

Maintenance and Health and Safety

* Liaise with contractors to obtain estimates for work needed, award contracts (up to £250 without higher approval) and make all necessary arrangements to facilitate the work.
* Carry out minor DIY tasks and repairs, claiming back any materials costs incurred.
* Plan and manage practical workdays in the house, working with the House Members, decorating, cleaning, or otherwise improving the condition of the house
* File copies of all relevant paperwork, and keep records as required
* Receive and approve all invoices for work done, and keep a record of invoices passed on for payment on a budget sheet provided
* Ensure all routine checks relating to H&S are carried out by the due dates (see Appendix).Report the above, as well as the status of H&S checks to the House Manager (currently every 2 months).
* Regularly (at least monthly) check the building for H&S risks as well as its general condition, liaising with the House Hosts (normally a Tuesday evening). Record all observations made concerning these matters from whatever source, and update risk assessments accordingly.
* Keep a record of building/H&S defects, as well as actions needed to rectify them, and who by, using the template provided.
* Liaise with the House Hosts and the House Manager, as well as the Trustee with oversight of maintenance and H&S, and maintain a constant awareness of H&S in the house

General

* Input into the inductions of new House Hosts
* Work within the wider staff team of BHN, attend staff meetings and participate in training opportunities appropriate to the post.
* Promote equality and human rights for asylum seekers, model anti-oppressive behaviour and implement BHN's Equality, Diversity and Inclusion policy.
* Work within BHN's aims, objectives and policies.
* Carry out additional duties in consultation with the line manager as are consistent with the responsibilities of the post.

Please note: regular evening, and occasional weekend, working may be required. This will include being at the house every second Tuesday from 18:00 to 21:00. Out of hours callout is also possible, but has never happened to date.

# Appendix - Regular H&S checks

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| **Check** | **Renewal frequency** |
| Gas certificate | Annual |
| Electrical installation | 5-yearly |
| Fire alarm | Annual |
| Emergency lighting service | Annual |
| Emergency lighting check | Monthly |
| Fire extinguisher maintenance | Annual |
| PAT testing of appliances  | 3-yearly |
| Various | Monthly |