

ROLE

Responsible for the provision of quality services to the school, including Security, Maintenance and Operations as part of a site based Facilities Team.

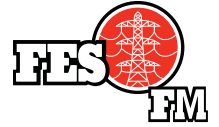
Accountable to the Senior Janitor for the safe and efficient performance of all site activities.

KEY RESPONSIBILITIES

- Ensure that a high standard of service delivery is provided within their establishment.
- Assist the Senior Janitor with the implementation and delivery of the Preventative Planned Maintenance System and monitor its operation ensuring all tasks are completed safely and on time.
- Act as point of contact for the resolution of Premises users' queries.
- Assist the Senior Janitor in monitoring the quality of work performed by sub contractors on site including cleaning and inform the Operations Manager of any issues.
- Ensure all work is carried out with regard to the site Permit to Work System.
- Responsible for the security of the premises and contents by undertaking the following: -
 1. Open and secure buildings as required
 2. Check windows, doors and perimeter fences to ensure security and condition.
 3. Carry out regular inspections of the premises including monitoring CCTV to ensure condition and security.
 4. Operate the site security systems as laid down.
 5. Operate as part of a rotational on call team covering intruder and fire alarm calls and providing security / reception cover for out of hours lets.
- Ensure adequate and safe levels of heating and lighting in the premises in accordance with Health & Safety Legislation and Company procedures; in particular:
 6. Heating system checks, including completion of log sheets.
 7. Regular inspection, minor servicing works and cleaning as detailed in the PPM system.



CENTRAL BUSINESS UNIT JANITORIAL POSITION



8. Undertake energy monitoring by meter reading and other activities as outlined by the Maintenance Manager and.
 9. Liaison with the M&E contractor and help desk for service visits and reactive maintenance.
 10. Safe receipt of fuel deliveries.
 11. Maintenance of stock levels by liaison with the FM team and helpdesk.
 12. Monitoring of the on site BMS system as outlined in the relevant Work Instruction.
 13. The reporting of any problems or defects via the helpdesk facility.
- Responsible for inspecting the property and carrying out at least the following maintenance actions:
 14. Keep indoor and outdoor areas free from litter, as far as is practicable.
 15. Transport rubbish to bins and put out waste bins for collection.
 16. Undertake emergency cleaning duties where there is a potential H&S requirement.
 17. Responsible for premises inspections and maintenance activities as detailed in the PPM schedule.
 18. JOINERY – e.g. to erecting pin boards and shelves, repairs to furniture and minor door repairs.
 19. PLUMBING – e.g. replacing tap washers bends, ball cocks, toilet seats and bleeding radiators.
 20. ELECTRICAL – e.g. replacing light tubes, bulbs and starters, replacement/cleaning of light diffusers, changing of electrical plugs, changing of control indication lamps. No mains wiring will be undertaken)
 21. PAINTING – e.g. washing down and painting of small rooms, corridors and walls.
 - Assist the Senior Janitor in ensuring all site documentation is maintained correctly and that induction procedures are being followed.
 - Other duties as identified by management.

REMUNERATION

Basic salary TBC dependant upon experience.

This role is subject to successful enhanced disclosure requirements.

FES FM are an equal opportunities employer