

## Mind in Bexley

### JOB DESCRIPTION

Job Title:	General Handyman
Salary:	£9.00 per hour
Pension:	Access to Stakeholder Pension
Hours:	25 hours per week (5 hours per day) start time to be agreed. Evening and weekend working may be required from time to time. Availability for emergency call out required.
Holidays:	34 days (pro rata) per annum including public holidays
Based at:	2a Devonshire, Bexleyheath Kent DA6 8DG (Mind Offices) and 230 Broadway, Bexleyheath DA6 8AS.
Responsible to:	Chief Executive, Mind in Bexley

**Mind in Bexley's services are established on the principles of 'co-production'.  
By co-production we mean that services are designed, delivered and evaluated  
by both staff and users in order to make them more effective, more efficient, and more  
sustainable**

#### **Purpose of Job:**

To provide general handyman and low level maintenance across the two locations stated above.

You will be responsible for repair work, maintenance work and low level trade skills for both the interior and exterior of the buildings.

#### **1. PRIMARY TASKS:**

- To maintain the décor within the buildings.
- To repair minor plumbing defects.
- To purchase materials required.
- To organise meeting rooms ready for sessions with the correct furniture required.
- To hang blinds, shelves or install other new fixtures.
- To complete a fire alarm test on a weekly basis.
- To organise a fire alarm drill on a 6 monthly basis following the completion of a Fire Marshall course.
- Check both fire and personal alarms have operational batteries on a weekly basis.
- To assist with the re-organisation, removal of office furniture
- To empty food bins on a Tuesday and Thursday evening and every evening and deposit in the Council bin outside of buildings
- To empty office bins twice a week and deposit in the Council bin outside of buildings
- To empty the toilet bins (general tissue waste from hand drying) each evening and deposit in the Council bin outside.
- To mop the reception and hall floor twice weekly.
- General varied upkeep duties.

## **Person Specification**

### **Experience & Qualifications**

#### **Essential**

- The post holder must have previous experience of varied maintenance duties.
- A willingness to complete the task requested with efficiency.
- Complete all task with as little disruption to office functions as possible.
- Live locally
- Be available and willing to attend site outside of their contracted hours in an emergency.

#### **Desirable**

- Any trade based qualification.
- An ability to complete low level tasks across all trades

### **Skills and Abilities**

#### **Essential**

- Plumbing
- Painting
- Cleaning

#### **Desirable**

- Carpentry

### **Qualities and Competencies**

#### **Essential**

- Display a friendly disposition.