



KILLRUDDERY

JOB DESCRIPTION:	March 2018
POST:	Facilities Assistant
REPORTING TO:	Facilities Manager

GENERAL RESPONSIBILITIES

Through the consistent delivery of high standards of product and service, promote a professional and positive image to all our guests. Responsible for assisting with the smooth running of the premises during the shift. Comply with all internal procedures, codes and standards. To have a specific knowledge of the key historical points of Killruddery estate, the orientation of the estate, current & upcoming events & the company ethos

PRINCIPLE DUTIES

- To ensure that areas of responsibility are safe, clean, operational and well maintained.
- To ensure all WC's on the estate including our public, Grain Store, offices, Studio and Main House are clean, operational, replenished and checked prior to opening and at closure each day.
- To ensure that the ambience on premises (lights, music and temperature) are controlled.
- To fix and/or report defective materials and equipment to Management.
- To ensure a consistently high level of security is well maintained throughout the premises.

FIRE, HEALTH & SAFETY

- To have a full understanding of Fire and Emergency procedures.
- To support the company by complying with waste management and monitory energy efficiency.

SPECIFIC DUTIES

- To ensure all WC check-lists are filled, monitored and completed on a daily basis.
- To ensure that any maintenance issues within the premises are rectified on a daily basis, prioritising based on public usage.
- To ensure that all maintenance issues are logged and to follow up with relevant department when required or relevant contractor.
- To gather refuse from the estate grounds including farm, gardens, farm market and public car park areas, including non-specified areas used for events.
- To ensure energy-saving at all times.
- Set-up and break down of public & private events in accordance with weekly event sheets including arranging & removing decorations, tables, chairs, ladders and scaffolding and follow appropriate corresponding SOP's.
- To ensure guests safety by eliminating potential risks and hazards.
- To allocate, manage and utilise storage of cleaning resources.
- To be fully trained in the handling of all cleaning substances and materials used on the estate and how to use them accordingly in order to prevent damage to KEEL property and personnel.
- Monitor building security and safety by ensuring doors are locked after use and access to open areas is limited out of hours.
- To ensure the Stable Studio is consistently presentable both prior and following events held within on direction from your manager.
- To support the Operations department in maintaining the standards of seating and cleanliness at our Tea Room & Walled Garden through replacing refuse bags, removing stray refuse, cleaning furniture & fixtures and assisting with Thursday Supper Club set-up.

To support the Entrance Shop Team with feedback received and immediate action required on an ad hoc basis.
To be aware of garden guidelines that customers should be adhering to at all times.

OTHER RESPONSIBILITIES

In conjunction with your Line Manager to continuously develop the role to ensure that all tasks are being undertaken in an effective and appropriate manner which meets the strategic aims and objectives of the company.

To participate in internal/external meetings as required, and attend training events.

To participate in regular work reviews and annual appraisal, and help in identifying your own job-related development and training needs.

To ensure that all Killruddery policies and procedures are being adhered to, particularly those relating to Health and Safety, Human Resources & Operations.

To at all times undertake your role in a professional manner maintaining a high quality standard of work, and to always work in accordance with the vision and ethos of the company.

QUALIFICATIONS/EXPERIENCE

Essential	Desirable
Secondary level education	Qualification in structural engineering
Vocational qualification in a trade (plumbing, maintenance, electrics, carpentry)	
3/5 years in a similar role	

Competencies (Behaviour & Attributes):

Organisational skills, communication, attention to detail, ability to follow and prioritise work lists, cost conscious, honest, confidential