

Job Description

Decorator

Position: Decorating Assistant
Full Time

Department: Maintenance

Reporting to: Maintenance Manager

Job level: Non-Management

Contract: Permanent Full Time

Hours per week: 40

Job purpose: Overall Objective: As a decorating assistant you are responsible for carrying out decorating tasks promptly and to the highest standards in a timely fashion. You will also need to be flexible in helping the maintenance team in completing tasks and also flexible to do shifts according to the business.

Job Description

Main Objectives

- Implement company statutory and legal requirements including fire, health and safety, hygiene, electricity at work and local by laws
- To carry out tasks from maintenance reporting site in a timely fashion and high standard
- To support the maintenance team across the business
- Ensuring everything is in working order

Summary of Duties

- Respond to all enquires promptly
- Follow our maintenance reporting site "ISITE" and ensure all tasks are completed in the timeframe
- Respond to internal and external guests in a professional manner and timeframe
- Carry out decorating repair work and to ensure it is completed to the highest standard
- Follow planned decorating programme
- Hours are 5 out of 7 shifts to include event and match day and weekends.
- Provide excellent customer service

Person Specification

Essential

- Ability to work on own initiative and as part of a team , be motivated and committed to the role
- Calm and efficient and be able to work under pressure
- Have a polite and courteous manner
- Be able to adapt to different situations.
- Be of a smart appearance and personal hygiene with good communication skills
- Committed to delivering highest standard of work

Date created: 21st February 2019

Desirable

- Previous experience in the hotel industry or similar role
- Previous experience is essential in the following fields, decorating, wallpapering both domestic and commercial and general maintenance tasks
- Relevant qualifications according to the role essential.

Behavioural Indicators:

- Functional Skills (Functional Skills) - Entry
- Personal Attributes (Confidence & Commitment) Entry
- Personal Attributes – (Self-Development) Entry
- Personal Attributes – (Respect for others) Entry
- Personal Attributes – (Integrity and Trust) Entry
- People Skills – (Skilful Conversations) Entry
- Delivery at Pace – (Passion for Customers) Entry
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- Delivery at Pace – (Drive for results) Entry

Reference: S0477

Closing date: 1st April 2019