

JOB DESCRIPTION

Job title:	Facilities Assistant
Department:	Technical Operations
Reporting to:	Facilities Team Leader
Responsible for:	N/A
Liaise with:	Duty Technician, House Manager, Stage Door Keeper
Grade:	Permanent
Salary:	£22k - £23k (37.5hrs per week)

Job purpose:

To provide general maintenance/cleaning cover per and during shows.

Main duties and responsibilities:

- To be available for any general maintenance issues that occur pre/during show e.g. unblocking toilets, seat repairs, changing of lamps, flooding
- Maintain, replace and renew the fixtures & fittings of the Theatre within agreed budget and timescales e.g. door locks, hinges, lightbulbs
- Carry out regular stock checks of all facilities consumable items
- Identify and find solutions to areas of the theatre that need improving/remedial work
- Be available to assist with fire alarm testing once a week, if required
- Maintenance of all tools and workshop area ensuring all items are in good working order and the area is kept tidy.
- Ensure the public areas of the theatre and its facilities are in a safe and presentable condition
- Available to drive company van as and when required
- Be prepared to work regular unsociable hours to cover Facilities related issues during/after shows
- Follow all relevant Mayflower H&S Policies & Procedures whilst on duty e.g. Safe Systems of Work, use of PPE when required, safe & proper use of tools/ladders
- Any other reasonable duties

Authority levels and responsibility for resource (Premises/Financial/Other):

Signed:

Name:

Date: