



## THE SCHOOL OF ARTISAN FOOD

### **Facilities Officer**

#### **0.625 FTE (fixed term, 30 months)**

25 Hr per week (7:30am-12:30pm), 5 days per week, including weekend work.

Exclusively on site.

### **Location**

The School of Artisan Food, Lower Motor Yard, Welbeck, Nottinghamshire, S80 3LR

### **Salary and benefits**

Pro-rata £25,742-£30,500 p.a. dependent on qualifications and experience

Holiday entitlement: 33 days inclusive of bank holiday entitlement. The Christmas Day, Boxing Day and New Year's Day bank holidays will form part of the Christmas closure period for all employees. The School will gift additional days leave to employees for the period following Boxing Day up to and including New Years Eve (Christmas closure). Days will be allocated based on normal days worked.

- Contributory company pension plan
- Opportunities to access School of Artisan Food courses, additional professional development opportunities, and to gain certifications
- The Welbeck Card – 9% staff cash discount plus 'savings points' at Welbeck Farm Shop, The Harley Gallery and The Portland Collection
- Access to various discounts across the estate throughout the year, including School of Artisan Food Friends and Family Discounts, and discounts at Welbeck Holiday Cottages, Cuckney House, and Lady Margaret Hall bookings
- Opportunity to join Westfield Health
- Employee bike scheme
- Monthly free drink at The Welbeck Abbey Brewery on the last Friday of every month for all employees. Family and pets welcome!

## **Role Description**

The School of Artisan Food is seeking a dedicated and proactive Facilities Officer to join our team. This role is integral to maintaining the high standards of our unique and prestigious school, which operates as a non-profit charity. The successful candidate will be responsible for the day-to-day monitoring and delivery of PPM (planned preventative maintenance), housekeeping, waste management, and recycling services. Reporting to the Operations Managers, the Facilities Officer will ensure the smooth operation and upkeep of our facilities, contributing to a safe and welcoming environment for all staff, students, and visitors. To work collaboratively with the Operations Managers on wider/ future building projects in line with the company's vision.

## **Duties**

- Act as shift manager during working hours coordinating the daily monitoring and delivery of in-house PPM (planned preventative maintenance), housekeeping, waste management, and recycling services.
- Perform reactive repairs and maintenance tasks, including minor plumbing, carpentry, electrical, building and decorating tasks.
- Proactively respond to emerging site/ buildings issues, leading on 'next steps' to resolve.
- Safely install small appliances and machinery, and carry out non-specialised painting, refurbishment, and restoration duties.
- Take responsibility for all daily inspections of the site and buildings ensuring they are well-maintained.
- Adopt a solutions-focussed approach to helping optimise our ways of working.
- Ensure the safe handling and storage of deliveries in line with The School's policies, keeping storage areas clean, tidy, and free from obstruction.
- Oversee the recycling of all waste materials, ensuring recycling is segregated correctly.
- Working collaboratively with the Operations Managers horizon-scan for additional/ alternative sustainable waste-management solutions.
- Proactively maintain records of scheduled maintenance tasks, ensuring efficient and timely completion (daily, weekly, monthly, etc.).
- Collaborate with external contractors, enabling and facilitating access across the site with an excellent working knowledge of the buildings, site, and our services.
- Support colleagues with the setup and breakdown of rooms, including the delivery of materials to and from designated storage areas.

- Maintain a good working knowledge and understanding of the relevant regulatory frameworks and context that should guide/ underpin facilities-relevant work at The School.
- Adhere to health and safety requirements and comply with The School’s standard operating procedures, whilst always working in a safe and healthy manner.
- Ensure the site is clear and accessible and presentable as required.
- Contribute, as a School of Artisan Food employee, to the day-to-day workings of The School as required.

### Application Process

To apply for this position, please send a maximum 2-page CV and cover letter explaining how you meet the person specification to [recruitment@welbeck.co.uk](mailto:recruitment@welbeck.co.uk) no later than 5pm on Friday 28th February 2025.

If you would like to discuss this post informally, please call Christopher Collins or Jack Arkless, Operations Managers, on 01909 532171 or email [info@schoolofartisanfood.org](mailto:info@schoolofartisanfood.org).

### Person Specification

Qualifications and/or experience

	<i>Example</i>	<b>Essential/ Desirable</b>
<b>Demonstrable knowledge of general maintenance processes and methods</b>	Experience in conducting Planned Preventative Maintenance (PPM) and performing minor plumbing, carpentry, electrical, and building tasks to ensure the functionality and safety of facilities.	E
<b>Ability to work collaboratively with colleagues in all departments in a supportive and customer-focused manner</b>	Good track record of working effectively with diverse teams, supporting colleagues with room setup, event breakdown, and maintaining a positive relationship with external contractors.	E
<b>Flexibility and decisiveness in meeting deadlines with a positive, can-do approach</b>	Demonstrated ability to manage multiple maintenance tasks and respond quickly to urgent repairs, all while maintaining a positive attitude and meeting deadlines.	E
<b>A level of fitness sufficient to perform all tasks required in the role</b>	Capability to perform physical tasks such as lifting equipment, climbing ladders, and moving materials, ensuring efficient completion of all maintenance duties.	D

Skills and behaviours

	<i>Example</i>	<b>Essential/ Desirable</b>
<b>Attention to cleanliness and tidiness</b>	Maintains a high standard of cleanliness and organization in work areas, ensuring facilities and storage spaces are kept orderly and free from obstructions.	E
<b>Commitment to maintaining a safe and healthy work environment</b>	Works closely with colleagues to ensure all maintenance activities comply with health and safety regulations, contributing to a safe working environment for everyone.	E
<b>Ability to manage time effectively, work at pace, and maintain accuracy and attention to detail while using initiative</b>	<i>Hitting deadlines, actively managing wide and varied activities/ tasks, punctuality, reliability etc.</i>	E
<b>Ability to work collaboratively with colleagues in all departments in a supportive and customer-focused manner</b>	<i>Follow verbal and written guidance where required with the ability to show initiative and have a team approach and 'can do' attitude. The ability to pass on knowledge/ skills and/ or train others.</i>	E