



JOB DESCRIPTION

Position: Maintenance Assistant.
Hours: 19.5 hours per week.
Reporting to: Project Leader on a day-to-day basis

The job will involve the day-to-day maintenance of grounds and buildings

- ❖ To check maintenance requests book every day for any maintenance requirements
- ❖ To inform Supervisor/Project Leader of any materials needed to complete task
- ❖ Gardening – grass cutting/shrub pruning, watering if needed
- ❖ Keeping common areas and grounds clear of rubbish
- ❖ Basic handyman/carpentry/small plumbing jobs – e.g. installing shelving, fixing door handles, cupboards, repairs, taps, bath panels, etc.
- ❖ Painting – both interior and exterior
- ❖ Loading skips/small house clearance or helping with rubbish clearance
- ❖ Carry out daily/weekly and monthly checks as per written instructions
- ❖ Instruction to be taken from designated Sophia staff member on a daily/weekly basis but overall scheme supervisor is based in Sophia Housing, Cork Street.
- ❖ To meet with Supervisor on a monthly basis
- ❖ To take part in all training organised by your Supervisor

If car insurance needs to be upgraded to business level, Sophia Housing will pay the extra premium. Work would be arranged on a weekly basis to allow for planning of the workload.