



GROWN IN SUSSEX

Job Title: Site Maintenance Assistant **Responsible to:** Site Maintenance Supervisor

Days and hours of work: Monday to Friday 8.30 a.m. – 5.00 p.m.

Main purpose of job

To undertake general site maintenance and to manage daily waste and recycling

Key responsibilities and requirements

- The highest possible standards of work, organisation and tidiness at all times
- To be courteous to members of the public and fellow team members at all times
- Site waste management, including cardboard crushing.
- Maintenance of site and buildings in good order at all times
- Maintenance of recycling and waste areas in good order at all times
- Mowing of lawns in Farmhouse Gardens and around retail businesses, grass in overflow Car Park and on Open Farm and Open Farm Trail.
- To assist Site Maintenance Supervisor in site development projects.
- To comply with Health and Safety regulations at all times, and Food Hygiene regulations where appropriate.

Tasks

- Mowing and strimming.
- Regular emptying of waste bins and recycling bins
- Painting and decorating interior/exterior, as required
- Regular maintenance of all wooden buildings and exterior furniture and play equipment in good order, including regular application of preservative.
- Window cleaning
- Monthly vacuuming of all refrigerated units on site.
- Daily Health and Safety check of Play Area and Hay Play Barn.
- Management of safe and tidy storage of all pallets on site.
- Sweeping and weeding of all public areas as required.
- Replacement light bulbs throughout the business.
- Other tasks as required