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| SECTION 1 – IDENTIFYING INFORMATION |
| Job Title |  Site Services Assistant | Department | **Site Services** |
| Function |  | Site | Histon |
| Date | 1st February 2023 | Approved by(manager) | Danny Ivatt |

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| SECTION 2 – JOB SUMMARY |
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| * Assist in the management of site facilities , to include
* The management of the FLT fleet
* Site Cleaning, Laundry, Canteen & Vending services
* Waste management on site
* Landscape services
* Security services
* Managing site shop
* Managing Sales Office facilities
* Sourcing / purchasing of sundry items
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| SECTION 3 – KEY ACCOUNTIBILITIES | % OF TIME |
| **Safety*** Operates in a clean and hazard free work area.
* Actively engages with the Be Bright Do it Right behaviours.
* Follows all the sites H&S policies
* Creates no hazards by their activity
* Engages with their colleagues to work together safely
* Works towards a zero accident culture
 | 25 % |
| **Quality*** Ensure the quality of the service meets sites standards
* Ensures all documentation is correct and meets legal requirements
* Discusses any issues with their line manager to solve problems that will impact the service.
 | 25% |
|  **Hygiene*** Clean As You Go is applied at all times
* Site hygiene rules followed to ensure personal and protective clothing are kept at a high standard.
 | 25% |
| **Output*** Co operates with suppliers, colleagues and line managers in line with Hain Daniels values ie (Achieve)
* Has a flexible approach to meeting customer expectations and hence the team goal
 | 25% |
| Years Experience (i.e. Relevant experience, Industry Experience, etc) | * Factory experience preferred but not essential
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| A positive can do attitude as the role will constantly develop in line with the needs of the factory | * Engaging and enthusiastic in manner
* Physically fit
* Level 1 Key Stage Skills
* Flexible working required during certain periods due to customer demands,
* Embraces change
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| SECTION 5 – DIMENSIONS & SCOPE |
| Budgetary Responsibility -None | Direct/Indirect Budget -None | Size/Amount -N/A |  |
| Other key dimensions(.e.g. sales, products, skus, reports, invoices, etcPlease put description and numbers |  |

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| SECTION 6 – CONDITIONS OF ROLE |
| State any conditions for role(e.g. Travel requirements, site specific/multi-site, Physical conditions i.e. Hot/Cold, indoors/Outdoors, hazardous, etc) | * Independent commuter
* Flexible hours on occasion to meet business needs.
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| SECTION 7 – POSITION IN ORGANISATION |
| **Peer Positions (list below)** | Team Size |  |
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|  | Reports to (Job Title) | Team Manager/Supervisor |
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|  | **PLEASE ENSURE YOU ATTACH CURRENT ORGANISATION CHART** |
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| SECTION 8 - SIGNATORIES |
| Job Holder Signature |  | Manager Signature |  |
| Name |  | Name |  |
| Date |  | Date |  |