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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 |
| |  | | --- | | * 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 | |
| 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, etc  Please 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 |  |
|  |
|  | Reports to (Job Title) | Team Manager/Supervisor |
|  |
|  | **PLEASE ENSURE YOU ATTACH CURRENT ORGANISATION CHART** | |
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| SECTION 8 - SIGNATORIES | | | |
| Job Holder Signature |  | Manager Signature |  |
| Name |  | Name |  |
| Date |  | Date |  |