

Job Title:	Facilities Assistant
Function:	Facilities
Reporting To:	Maintenance Manager
Direct Reports:	0
Version	V1 09/09/2024

Job Purpose

To support the Facilities department with general administrative and maintenance tasks to ensure that departmental processes and services run in an efficient and effective manner.

Key Accountabilities

- Support the Maintenance Manager reacting to maintenance duties across the site, undertaking repairs and reporting issues which require specialist attention across all R&A property, including garden areas and interiors.
- Undertake building checks and audits to maintain a safe and secure environment in line with health and safety requirements. Comply with Safe Working Practices, reporting any faulty equipment and potential hazards to the Maintenance Manager.
- Assist the Facilities department with managing security of the premises, including meeting with contractors on arrival at R&A properties to ensure that they are scheduled and authorised to be on site, signed-in and shown to the area they will be working in and signing them out on satisfactory completion of the works.
- Support the Health & Safety Manager by conducting timely and regular workplace and safety inspections in line with R&A Quality, Health, Safety and Environment requirements and whilst maintaining good housekeeping.
- Support the Facilities department with meeting room set-up to ensure they are in good order and fully equipped, set up to a high standard and ready for the business needs. Undertaking changes to meeting room layouts, including the partitions in our flexible meeting room system.
- Actively monitor live internal helpdesk and respond/resolve in a timely manner, in line with departmental agreed SLA's.
- Provide assistance as required to the Cleaning Supervisor to ensure the utmost levels of cleanliness in our buildings.
- Provide additional support to the wider Facilities team if required at our Warehouse facility.

Expertise

- Full UK Driving licence.
- A working knowledge of Microsoft Office.
- Previous experience in a similar role.

Additional Information

- As the Facilities team supports a 365 day a year business, flexibility is required with regards to shift patterns. This may include evenings and weekends.
- Travel to relevant R&A building, across St Andrews, Cupar and Kingsbarns.

This job description is written as an indication of the nature and scope of duties and responsibilities. It is not intended as a fully descriptive or definitive list and jobholders will be expected to carry out other duties assigned which are appropriate to the position.