

Job Description

Suppliers & Contracts Management

Purpose Of The Work

The purpose of the work is to work closely with the maintenance and cleaning employees to ensure that the facilities of the premises function properly, safely and in accordance with all relevant laws and regulations such that all users of the premises rate the village hall as an excellent facility to use.

Tasks

The tasks are:

- manage contracts, timesheets, pay of employees
- manage the building and contents insurance
- monitor the effectiveness of cleaning and maintenance activities
- manage the contractual arrangements of maintenance contractors and utility suppliers
- maintain all records including contracts, inspection reports, warranties, service schedules and utilities consumption
- ensure compliance with all relevant regulatory requirements and all relevant requirements of warranties, manufacturers' service schedules and insurance policies
- ensure the tasks defined in the Fire Safety Policy, Fire Safety Procedures and the Health & Safety Policy are carried out
- ensure the accuracy of the asset register is checked at least annually
- identify improvements to the facilities
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Commitment

an average of 1 hour a week

Relevant Skills And Experience

Essential

reasonable use of word processing and spreadsheet applications

Working with others

Useful

basic skills, understanding and aptitude to carry out basic maintenance tasks

some understanding of relevant regulations