

TYNESIDE BADMINTON CENTRE – VACANCY

Role: Maintenance Supervisor
Reports to: Manager
Hours: 10 hours per week
Wage: £10.50 per hour

Responsibilities

- Manage the maintenance and repair of the centre facilities where necessary both indoor and outdoor.
- Ensure maintenance records are maintained.
- Manage and adhere to the maintenance spending budget.
- Organise and communicate with external suppliers to co-ordinate necessary visits and regular inspections.
- Carry out monthly health & safety building checks in accordance with legal requirements.
- Complete additional tasks as required where necessary.

Essential skills: knowledge, and experience

- Knowledge and experience of maintenance and applicable health and safety.
- Able to work effectively without direct supervision.
- Able to follow specific written and verbal procedures accurately, safely, and consistently.
- Good communication skills.

Desirable skills, knowledge, and experience

- Previous experience in a similar role
- Experience of ordering materials

Benefits

- Access to facility use at a discounted staff rate.
- Help to progress and obtain any relevant qualifications.