

Title	Technician	Department	Place	Post Ref.
<b>Job Purpose</b> To provide maintenance services to the Worksop Production Unit and Rainworth Distribution Unit and to act as relief driver as required by the service.				
<b>Key Responsibilities</b>  <div><div>1. Developing &amp; maintaining a planned maintenance programme and keeping appropriate records.</div><div>2. Maintaining and deep cleaning all equipment as necessary, including ovens, bratt pans, dish washers and mixing machines. This involves a close liaison with the Production Supervisor .</div><div>3. Assessing breakdowns and the need for specialist contractors. Carrying out repairs to minimise operational down time and disruption to production.</div><div>4. Maintain all aspects of the building on a day to day basis.</div><div>5. Maintaining a stock of spare parts that may be required.</div><div>6. Testing and maintaining all inspection and testing equipment in accordance with quality procedures and maintaining records.</div><div>7. Close liaison with external contractors when on site and site supervisor.</div><div>8. Acting as a relief driver as necessary to ensure delivery schedules are met.</div><div>9. To carry out all duties and responsibilities with a can do attitude.</div></div>			<b>Key Accountabilities</b>  <div><div>1. To ensure planned maintenance is undertaken on a regular basis.</div><div>2. Accountable for the accuracy of work undertaken and information provided.</div><div>3. To ensure that correct processes are being followed and to alert the appropriate manager to ensure compliance.</div></div>	
The post holder will perform any duty or task that is appropriate for the role described				

<b>Person Specification</b>	
<b>Education and Knowledge</b>  1. Clean and up to date driving licence. 2. Good Literacy and Numeracy skills. 3. Knowledge of Basic Food Hygiene,Health & Safety policies and procedures.Training can be provided.	<b>Personal skills and general competencies</b>  4. Puts into practice the Council’s commitment to excellent customer care.  5. Works efficiently and effectively and actively looks for ways of improving services and outcomes for customers.  6. Works well with colleagues but also able to work on their own initiative.  7. Shares the Council’s commitment to providing a safe environment for customers and staff and also treating all with respect and consideration
<b>Experience</b>  8. Driving experience in a work related context. 9. DIY/Maintainence skills. 10.Experience of working to deadlines and targets.	
<b>Role Dimensions</b>  11.Responsible for the maintenance of plant & equipment. 12.The post does not have responsibility for any cash under Financial Regulations	
<i>Please attach a structure chart</i>	

*Please attach a structure chart*

Date 17.01.2023