

JOB DESCRIPTION

Job Title	Laundry Maintenance Technician
Reporting to	Head of Operations
Department:	Operations

Core Purpose

The main purpose of this role is preventative maintenance within our laundries. Ensuring that all laundry job sheets are completed on time, to respond to laundry breakdowns and complete laundry spare part stock checks.

Key Tasks

1. To visit all laundries once per period and complete job sheets.
2. To ensure all jobs are completed and reported to Depot/Laundry Manager and get job sheets signed off. Completed sheets to be left on site and filed.
3. To report any faults to the Head of Operations.
4. To work along side the Head of Operations in improving staff knowledge and training in regards to the machinery and maintenance required on site.
5. To assist the Head of Operations with any projects on going in the laundries.
6. To respond to laundry breakdowns as directed.
7. To help control spare parts in the laundries.
8. To occasionally cover for other members of the depots as directed.
9. To ensure laundries are kept clean and tidy.
10. To liase and form good working relationships with other members of staff within the depots.
11. Observe all Health and Safety regulations and procedures when carrying out required tasks.
12. Any other reasonable task as directed by the Manager.

Experience and Qualifications

- Knowledge of PHS Procedures
- Knowledge of the machines and spare parts
- Reliable
- Able to work shifts