



# Fairfax House

YORK

*The finest Georgian town house in England*

## JOB DESCRIPTION

### Facilities Assistant

**SALARY:** £8.05 per hour

**CONTRACT TYPE:** Permanent

**HOURS:** Part time, 20 hours per month / average of 5 hours per week  
***This role is based on monthly hours, where the amount of hours you work each week may vary but will amount to at least 20 each month.***

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## ROLE SUMMARY

As the Facilities Assistant you will assist with the myriad of practical tasks that are involved in keeping a historic house museum running smoothly. You will help give Fairfax House the care and attention it needs behind the scenes, to ensure the upkeep of one of the finest eighteenth-century townhouses in England.

Day-to-day tasks will vary greatly - the course of a working day could see you painting display stands one minute, through to dismantling the Saloon the next. You'll turn your practical hand to all sorts of general upkeep activities and minor maintenance ensuring all our facilities are kept in good working order. You'll also be asked to help with manual work such as moving furniture, unloading deliveries.

Public engagement is a key part of what we do at Fairfax House, and as Facilities Assistant you will help support the use of the property for events and special functions by helping set-up and clear period rooms and dismantle - 'strike' - events equipment and furniture afterwards.

## ABOUT YOU: What you will bring to the role

You will enjoy giving the 'helping hand' that this special place needs. You will thrive on challenges and not being bound by routine. Having a varied role, that is fast moving and changing will suit your very practical and adaptable approach. You will particularly enjoy being hands-on, and having the opportunity to work behind the scenes. Nevertheless you will have a customer focused approach and wish to provide high standards of presentation to deliver exceptional experiences for our visitors.

***This highly flexible role with non-designated hours will suit your lifestyle and ability to work flexibly – possibly around other work/study/family commitments.***

## **KEY RESPONSIBILITIES:**

This role will contribute to the provision of an efficient, effective and flexible facilities and events service to enable the successful operation of Fairfax House as a historic house museum. You will support the business by:

- Assisting in the arrangement, setting up for special events, functions/dinners and activities at the property, both in and out of normal opening times – preparing, striking, clearing and cleaning before and after the event.
- Undertaking basic handyman/DIY maintenance tasks such as changing light bulbs and ensuring other fixtures and fittings are in good working order, clearing or cleaning general areas, moving or assembling furniture or equipment.
- Helping to ensure that the House, its contents, the terrace and all storage areas are well-kept and maintained in an orderly manner.
- Undertaking manual handling tasks which may include helping lift and move equipment, supplies and furniture, as well as collection objects as needed for the museum, staff activities or events.
- Helping oversee the activities of any tradesmen, contractors, maintenance workers and others when they are working on the property.
- Assisting with the annual Winter Cleaning Programme in January / February along with other members of staff, following the house guidelines and protocols.
- Reporting any faulty equipment to the House Steward and assisting with minor day-to-day repairs.

## **OTHER DUTIES AND REQUIREMENTS**

The Facilities Assistant will be a property key holder and will play a role in the emergency response team. This will involve being asked to respond to alarm calls out of hours in the event of an emergency.

You will also:

- Develop a detailed knowledge and genuine interest in the property and its collections.
- Strive to use resources efficiently and ensure cost effectiveness in all the work you do. You will minimise waste and ensure equipment, tools and materials are properly maintained, utilised and stored.
- Work in an environmentally friendly and energy efficient manner, recycling where possible, and promoting this way of working with others.
- Work within the terms of the contract of employment and adhere to Fairfax House policies and the Required Ways of Working. You will ensure that you comply with procedures to manage risk to yourself, colleagues, volunteers, visitors and contractors.
- Undertake any other duties that may be reasonably requested by the Director.
- Attend staff meetings and any training courses as required to meet the requirements of the post.

## **KNOWLEDGE, SKILLS AND EXPERIENCE**

### **What we are looking for in a Facilities Assistant...**

#### ***Someone who is:***

- Enthusiastic, hardworking and willing to get involved.
- Well-organised and attentive to detail, always being thorough in their approach.
- Resourceful, focused and self-motivated with an ability to use initiative.
- Physically fit – capable of moving equipment, supplies, furniture and other collections objects. Due to the nature of this being a Grade I listed building across that is across multiple floors, equipment and supplies needs to be carried up and down stairs and some the storage areas are not easily accessed.
- Adaptable and flexible in their approach with good organisational skills.
- Able to plan their own time effectively with minimal supervision and multi-task.
- An excellent team player, working alongside colleagues, volunteers and contractors, sharing knowledge and information, helping to create a great place to work.
- Able and willing to work at height from scaffold and ladders.
- Able to use tools, equipment as required for the role.

#### ***Someone who has:***

- A pro-active, 'can-do' attitude.
- DIY and practical skills and the ability to turn your hand to different maintenance tasks.
- Ability to deal with other contractors or maintenance workers.
- Good communication skills.
- Excellent hand and eye co-ordination.
- Experience of working both independently and as part of a team.
- A keenness to learn and add to personal skills base.

#### **Experience:**

A broad range of practical skills and experience will prove useful which will help when tackling different tasks, minor repairs or general maintenance on buildings. Formal qualifications are not essential other than literacy and manual dexterity but enthusiasm to learn is essential.

Modest amounts of relevant experience would be helpful preferred such as:

- Experience of undertaking small DIY projects and general maintenance tasks.
- Knowledge of the approach required when working in a historic property.
- Able to demonstrate practical experience and knowledge in appropriate trade(s).
- Knowledge of materials and working practices as they relate to buildings.

**Please note that the applicant will be required to complete an Enhanced DBS check.**