**Handyperson**

**Job Purpose**

To take responsibility for general maintenance and repairs of YMCA Doncaster’s buildings and premises, particularly focused on the YMCA’s accommodation provision.

**Main Responsibilities**

* To undertake maintenance and repair work as required to ensure that the buildings and site are functional and safe.
* To assist in preparing accommodation rooms for re-let.  This may include cleaning and clearing rooms, mending furniture, re-painting rooms and discarding unusable equipment.
* To re-decorate Community Centre rooms as required, and to make improvements as required.
* To carry out preventative work and testing as required.
* To be responsible for equipment and tools associated with the role.
* To work according to a set prioritisation system.
* To ensure that all repairs and maintenance visits to occupied accommodation rooms are carried out according to the set procedures for notification of repairs and contact with vulnerable young people.
* To ensure that all repairs and action taken are recorded in the repairs log.
* To ensure that the car park and garden are tidied regularly.
* To ensure that rooms are prepared for meetings.
* To take an active approach to the role and to be able to work on own initiative within the set procedures.
* To maintain highest levels of professionalism and confidentiality, with particular regard to work with vulnerable young people.
* Other appropriate duties as required from time to time by the Line Manager.