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| JOB DESCRPTION |

**JOB TITLE:**  Maintenance Assistant **JOB HOLDERS NAME**:

**REPORTS TO** Maintenance Manager **LINE MANAGERS NAME:**

**KEY RESPONSIBILITES/ACCOUNTABILITIES:**

The job holder will assist the Maintenance Engineer ensure that all areas of the nursery & Packhouse are working efficiently.

**Day to day responsibilities:**

* Assist in the collection of skips from VGS & VGN using the company Tractor.

Carry out repairs and general maintenance of equipment and machinery as instructed by your line manager.

* Prepare feed mixers for the Nursery
* Ensure adequate levels of feed stock are available at all times.
* Using the Forklift Truck to move goods & stock when required
* Any other tasks required by the management team as and when required
* To ensure that all machinery is always in good working order.
* Complete any corrective actions regarding machinery or other site maintenance as instructed by the management.
* Ensure that drainage is monitored daily around the site.
* Check site for broken glass and repair where necessary.
* Maintain electric greenhouse trollies ensuring battery levels are correct and all moving parts are greased.

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**Essential Requirements**

* Job Holder should be self- motivated with a “Can do” attitude

**Hours**

* Contracted hours will be 40 hours, overtime may be required.

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| **Approved by:** |  | **Date:** |  |
| **Employee Signature:** |  | **Date:** |  |

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| Originator | Date of issue | Issue No | Document ref | Approved |
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