

Job Description Handyperson

JOB TITLE: Handyperson
EMPLOYMENT BASIS: Full Time
DIVISION: Central Office
REPORTS TO: Central Office Senior Manager
DEADLINE:

KEY BENEFITS:

- Opportunity to work in a dynamic environment
- Opportunity to contribute to the running of Fondazzjoni Sebh through hands on tasks
- Be part of the promotion of Health and Safety at the place of work through tasks assigned related to this area

ROLE PROFILE: To carry out tasks related to delivery of items, act as a driver, follow health and safety schedules and basic cleaning tasks

TERMS AND CONDITIONS: The appointee is required to undergo an induction phase and other relevant training which may be deemed necessary. The post is full-time and subject to twelve months probationary period. The person appointed is subject to the rules and regulations of Fondazzjoni Sebh and the Archdiocese of Malta.

KEY RESPONSIBILITIES:

- Follow schedule of tasks as planned with the administrator
- Perform basic cleaning duties when such is required. These may include dusting, scrubbing, washing of floors etc
- To empty all the litter bins within the assigned areas.
- To report any faults or broken objects that one encounters during their cleaning regime.
- To check the health and safety equipment of all Fondazzjoni sebh premises including fire extinguishers, smoke detectors, emergency lights, air condition filters and fire blankets
- To assist the fundraising administrator to organise premises for events, activities and initiatives
- To clean Fondazzjoni Sebh Hamrun premises cars
- To organise and liaise with local council and refuse centres to get rid of bulky refuse.
- Gardening of Fondazzjoni Sebh Hamrun premises
- To clean Fondazzjoni Sebh Hamrun premises gutters

- To pick up donations from the general public
- To distribute donations and documents to all Fondazzjoni Sebh premises as per administrator's guidance
- To take care of water and fridge and freezer items deliveries
- To assist Fondazzjoni Sebh central office with deliveries and pick up of items to and from Curia
- To take service users to school and other locations when needed.
- To organise storerooms when needed
- To support maintenance men when more personnel is needed to carry heavy items.

**MINIMUM
REQUIREMENTS:**

Qualifications

- Driving Licence

Experience

- Experience in handyperson tasks is preferable

HOW TO APPLY:

Please send a written statement detailing how your skills match the requirements listed in this job description and quoting Ref. FS/2022/17, together with your CV and the contact details for 2 Referees to:

Elmer Stanmore
Central Office Senior Manager
Fondazzjoni Sebh
Email: info@sebh.mt

The Job Description will be reviewed on a regular basis and may be amended by the Senior Management Team of Fondazzjoni Sebh to reflect the needs of the service. This job description should be read in conjunction with the contract of service.

Fondazzjoni Sebh's talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation. To this aim we follow the policy and practice guidelines issued by the Archdiocese of Malta and the Safeguarding Commission. This role is subject to the background checks stipulated by the Protection of Minors (Registration) Act 2011, and any other applicable law.