

Garden House Hospice Trading

Job Title:	Maintenance Assistant
Reports to:	Retail Operations Improvement Manager
Dept/Location:	The Depot & High Street Retail Stores
Hours:	20 hours per week
Contract:	Permanent

Job Summary

This role is for a skilled and dependable Maintenance Assistant to oversee and carry out maintenance tasks across our High Street retail stores and our Retail Donations Centre - The Depot. The role focuses on presenting our stores and depot to a clean, tidy and safe standard throughout the year. The role will involve electrical maintenance & repairs and general building wear & tear. Strong attention to detail, being proactive, and completing tasks with pace are essential.

This role will be responsible for implementing a maintenance schedule, performing inspections, completing repairs efficiently, and ensuring all locations are safe, operational, and compliant with regulations.

Key Responsibilities

Preventive & Planned Maintenance

- Manage and communicate a maintenance plan covering our retail stores and The Depot.
- Conduct scheduled site visits to perform checks on electrical systems, lighting and safety equipment.
- Maintain accurate maintenance logs.

Electrical Work

- Carry out minor electrical installations and repairs.
- Replace or repair lighting, switches, sockets, fuses and circuit breakers.
- Liaise with qualified electricians for major electrical work or certifications as needed.

General Maintenance

- Perform basic plumbing, carpentry, painting and mechanical repairs.
- Ensure all facilities – including front-of-house, staff areas and warehouses – are safe, clean and fully operational.
- Respond quickly to urgent maintenance requests to reduce downtime or disruption.
- Work closely with store managers and the Retail Donation Centre Manager to plan maintenance with minimal business disruption.

- Provide regular updates and reports to the Retail Operations Improvement Manager.
- To keep up to date with training requirements, both compulsory and optional.
- Supervise or coordinate external contractors when specialized services are required.

Inventory & Compliance

- Ensure all work complies with health and safety regulations and company standards.
- To regularly test fire alarms, fire extinguishers and emergency lighting as required.
- To carry out In Service Inspection and Testing of Electrical Equipment (PAT testing), according to the latest code of practice.
- To be an advocate of our Company Mission & Values.

Skills & Experience

- Proven experience as a maintenance technician or building maintenance worker.
- Strong knowledge of electrical systems and hands-on experience with repairs and maintenance.
- Understanding of plumbing, carpentry and general building systems.
- You will hold a full UK Driving Licence, with access to a vehicle and Class 1 business insurance - mileage expenses will be paid.
- Excellent organizational and communication skills.
- Ability to work independently, prioritize tasks, and manage time effectively.

T&Cs

- All appointments are subject to pre-employment health screening & DBS checks.
- The role description gives a general outline of the duties of the post and is not intended to be an inflexible or finite list of tasks. It may be varied, from time to time, after consultation with the post holder.
- Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.
- Ensure familiarity with procedures for dealing with incidents such as accidents or fire.
- Garden House Hospice Trading is an equal opportunities employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.
- Tools are not provided and you will need to supply your own.