

JOB DESCRIPTION

POST TITLE:	Apprentice Joiner
RESPONSIBLE TO:	R & M Manager or designated Supervisor
RESPONSIBLE FOR:	Undertaking First and Second fix joinery repairs

Duties and responsibilities

1. To undertake the relevant training in first and Second fix joinery work as appropriate to the post holders trade to be used on minor contract work as allocated by the Contract Manager (Building) or designated Supervisor.
2. To attend college on a day or block release basis to attain relevant NVQ qualifications in the chosen trade.
3. To comply with all Health and Safety regulations and any other relevant legislation. Specifically that the post holder fully complies with any risk assessments issued. That all materials are used in accordance with COSHH assessments. Where a post holder is unsure of any aspect relating to Health and Safety, Risk and COSHH assessments clarification and guidance is to be sort from their designated Supervisor.
4. The post holder to be fully responsible for his own health and safety by maintaining a clean and safe working environment at his place of work. To be aware of their obligation to the Health and Safety of other third parties at all times.
5. To participate fully in customer care initiatives that may be introduced with customer and Client Organisations.
6. To comply with the Departmental dress code
7. To undertake such other duties and responsibilities commensurate with the nature and grading of the post.