

Maintenance Person



Ronald McDonald
House Charities™
United Kingdom

Keeping families close™

Ronald McDonald House Manchester

Candidate Information Pack



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Message from Jon Haward, Executive Director, Ronald McDonald House Charities UK

Hello,

Thank you for your interest in our current vacancy with Ronald McDonald House Charities UK (RMHC UK). Keeping families close is at the heart of everything we do; we build and run Houses that provide a 'home away from home' for families who have a sick child in hospital. To do this, we recognise the importance of having strong support in our House team. This is a diverse and highly rewarding role; you will ensure the highest standards of safety and hospitality to families and visitors and the day-to-day practices that give rise to the smooth running of the House.

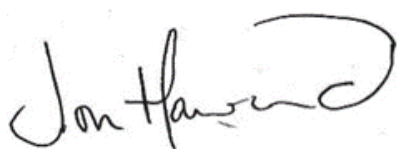
Our 65-bedroom House in Manchester supports families with children being treated in Royal Manchester Children's Hospital and St Mary's Neonatal Intensive Care Unit. The House is situated directly outside the Hospital, keeping families close to their children.

Working with your House team and reporting to your Deputy House Manager, you will strive to create an excellent, safe and welcoming environment for our families to stay at such difficult times. The right candidate will be a motivated, committed and relatable individual who is proactive and can plan and prioritise work effectively.

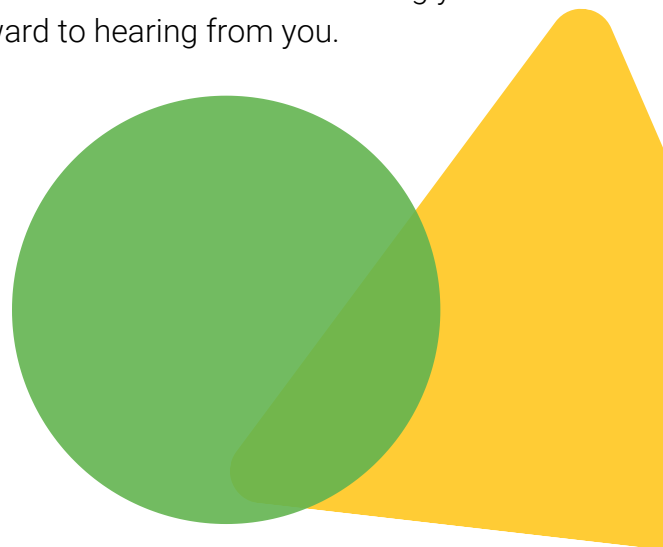
The Job Description and Person Specification will tell you about the role itself and detail the kind of person we are looking for. Our website (www.rmhc.org.uk) will tell you more about the great work we do and the difference we make to the lives of families with sick children.

If this opportunity excites you and Ronald McDonald House Charities UK is something you can wholeheartedly support, then I very much look forward to hearing from you.

Yours sincerely,



Jon Haward
Executive Director
Ronald McDonald House Charities UK



RMHC UK: Who are we?

Our History

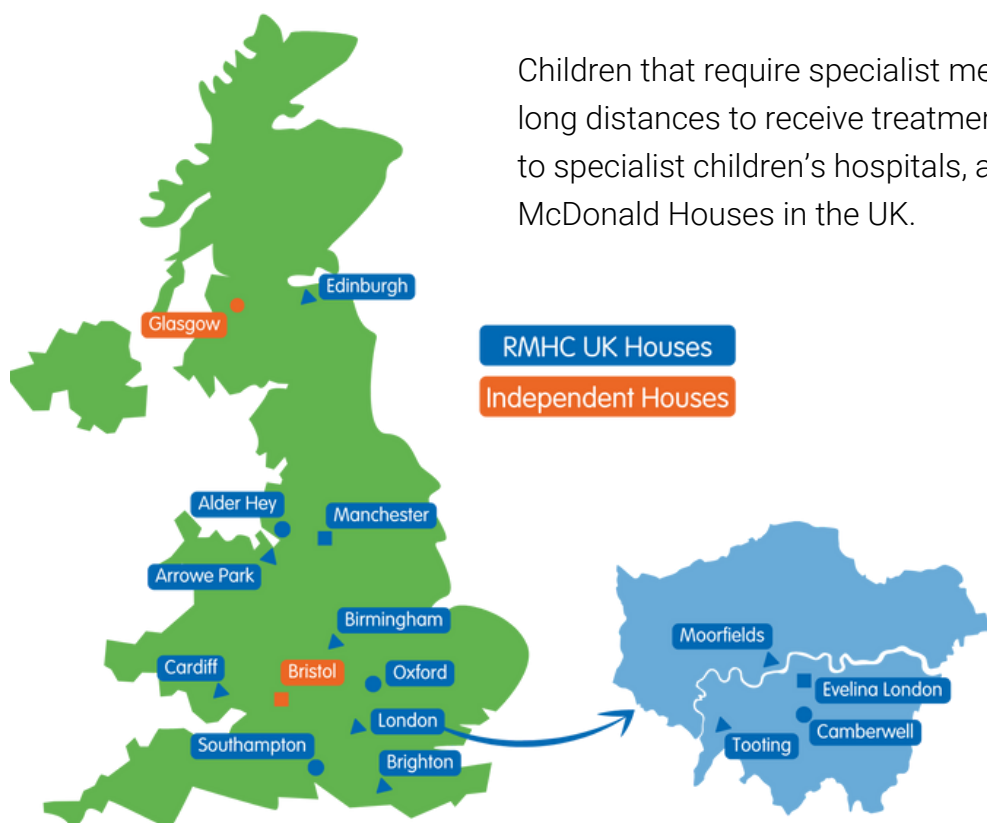
Ronald McDonald House Charities was born out of the unlikely partnership of Dr Audrey Evans, an oncologist at the Children's Hospital of Philadelphia, McDonald's and the American Football team, the Philadelphia Eagles.

A player for the Philadelphia Eagles had a daughter suffering from leukaemia, which prompted the team to raise in excess of \$100,000 dollars to support the hospital. Dr Evans and her team were extremely grateful and shared her need for another \$32,000 to fund the build of a house where families of the children in the hospital could get proper rest, away from the ward.

McDonald's were using the Eagles players as part of an advertising campaign and offered to donate the proceeds from sales of their 'shamrock shake' to help build the House. They asked that the House be known as the Ronald McDonald House, and on 15 October 1974, the first Ronald McDonald House opened its doors in Philadelphia, USA. From this date, Ronald McDonald House Charities has spread across the world, forming new and independent branches in over 50 regions and countries.

Ronald McDonald House Charities UK was established as an independent charity in 1989. Our Houses not only provide families with accommodation, but with a space where they can rest, cook and take time out from the hospital, so they can continue to stay strong for their child.

Children that require specialist medical care often have to travel long distances to receive treatment. Our Houses are located next to specialist children's hospitals, and we have 13 Ronald McDonald Houses in the UK.



RMHC UK: Who are we?

We help families stay close to their children in hospital by providing free accommodation in our homely and welcoming Ronald McDonald Houses.

In an average year, we support over 6,000 families, providing a safe and supportive environment right by the children's hospital. We save families more than £1,800 in out of pocket accommodation expenses.

The best medical care for children isn't always close to home. Families often find themselves travelling long distances to get to their child's hospital. In 2021, on average families lived more than 62 miles from the hospital their child was in.

A Ronald McDonald House is more than just a place to stay. We run free activities and events to entertain siblings and bring families together. We are there for them during difficult times and we are there to celebrate important milestones.

We believe that families together are stronger. And getting adequate sleep, food and time away from the ward, allows parents to fully participate in their child's medical journey. Families can stay for as long as their child is in hospital.

McDonald's

One of our founding organisations, McDonald's has supported the Charity in the UK since the very beginning, in 1989. They display collection boxes in restaurants, hold fundraising days and do so much more.



Hope's story

Your support helps us to keep families near to their child in a hospital far from home, by providing free 'home away from home' accommodation minutes away from their child's bedside.

BB When Hope was born at just 24 weeks, she could fit in the palm of my hand. I slept in a chair at the hospital for the first three weeks of Hope's life because there was no other option available to me. Then, a room became available at Ronald McDonald House Camberwell and I stayed there with my family for about six months.

It's a truly amazing charity. The team at the House are a lifeline for somebody to talk to. After spending hours each day in a hospital environment - they're always there to help.

As you may imagine, Hope's first few months of life were very intense and she had numerous health issues, one of which was chronic lung disease. This won't change until she's five, when lung tissue rejuvenates in every child. The doctors and staff at King's College Hospital are fantastic and gave Hope the very best care and attention, allowing us to move Hope to a local hospital six months later.



However, during those uncertain months, to be given a lovely room, with its own bathroom, at the Ronald McDonald House, allowed my family to function with some semblance of normality at a truly stressful time. In addition to the wonderful staff, the communal kitchen and lounge areas meant that we were able to connect with other families going through a similar time with their children. We remain friends with some of the people we met there.

We were at Ronald McDonald House Camberwell over Christmas, when Hope was just a month old. The staff made sure that we were able to celebrate Christmas with our eldest daughter, Faith, with a beautiful tree, presents for everyone and a cheery, festive atmosphere prevailed. Faith was even allowed to help the staff on reception, so she was definitely made to feel part of the Ronald McDonald House Charities "family".

Now, four years later, Hope has overcome her many obstacles and attends nursery with her friends. She's still quite tiny, but certainly makes her opinions known!

I didn't know about the Ronald McDonald House Charities before we needed to use it. It was unquestionably a lifeline for myself and my family. Everybody has a different story in the Camberwell House and everybody tries to help each other.

I don't believe I will ever be able to repay the House for what it has given us, but I am a huge champion of the Charity and do whatever I can to show my appreciation of their dedication to families like mine – whether that is by donating items to the House, or fundraising. My aim is to raise £2,000-£3,000 per year and I'm happy to say that this target is always "smashed". I had a lot of friends and acquaintances friends who didn't know about the Ronald McDonald House Charities before... well, they do now!



Job Description and Person Specification



Ronald McDonald
House Charities™
United Kingdom

Job Title: Maintenance Person

Reports to: House Manager

Location: Ronald McDonald House Manchester, Hathersage Road,
Manchester, M13 0BH

Contract: Permanent: Part-time 14 hours a week - Flexible shift pattern can be discussed at interview stage

Job Purpose:

Your role would be to support the House Management and current Maintenance Person by keeping the building, garden and facilities maintained and in good order, and ensuring that all rooms and facilities are available for use by families and staff.

To understand the workings and operation of the various electrical, heating, ventilation, plumbing and security systems, and to be able to operate them as well as carrying out maintenance, minor repairs, and general odd jobs that do not require a qualified tradesperson.

Key Responsibilities

- Perform regular checks in relation to Health & Safety such as weekly fire alarm and emergency light tests, fire door checks, water hygiene flushing, building tours etc and document accordingly
- Perform minor regular maintenance tasks such as cleaning filters, checking Heating, Ventilation and Air Conditioning (HVAC) systems, cleaning interior of fridges
- Perform minor reactive electrical maintenance that does not involve wiring, such as changing lamps, portable appliance testing, replacing fuses and resetting of MCBs or RCDs (where trained)
- Perform minor reactive plumbing maintenance such as replacing tap washers, toilet seat replacement, checking valves, tightening leaking joints, unblocking wastewater pipes/toilets
- Perform reactive joinery maintenance such as repairs to door locks and handles, hinge replacement, re-fixing noticeboards
- Minor grounds maintenance such as removal of litter, debris and leaves, cleaning of exterior signs, basic maintenance of garden, patio, landscaping, gardening, signage, pavements and gutters



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Key Responsibilities

- Perform minor building repair work such as painting and decorating, resealing around baths, showers, sink tops, replacing broken ceramic tiles
- Responsible for maintaining in-house maintenance tools and equipment
- Ad hoc internal cleaning including windows, furniture and fixtures, roofs and lighting.
- Responsible for maintaining in-house maintenance tools and equipment
- Ensure risk assessments and method statements for maintenance and repair tasks are kept up to date
- Use the Computerised Management system to receive, log and track reactive maintenance work orders, and receive and record regular maintenance tasks and routine checks
- Contact and make arrangements for maintenance contractors to attend the House and perform regular maintenance or repairs. Including supervising any contractors and ensuring that they are working safely and adhering to their risk assessment and method statements
- Hold responsibility as a Fire Marshall/Warden and First Aider (training provided)
- Where applicable, liaise with Hospital Estates department and Ronald McDonald House Charities UK Estates and Development Department
- Ability to travel to other Houses to provide or receive training and support if required
- Liaise with local suppliers for materials
- Assisting with obtaining quotations from suppliers and contractors, raising purchase orders, signing off work and invoices in relation to maintenance work
- Be on hand to respond to Critical Building issues by attending the building and resolving issues where possible





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Person Specification:

Experience and Skills

- Strong interest in supporting families through extremely difficult times
- Ability to prioritise workload effectively
- Experience of delivering high quality customer service
- Experience of working in a communal living environment (Desirable)
- Experience of using a database to record accurate information (Desirable)

Skills and Abilities

- Technical Skills
- Basic maintenance skills in a variety of disciplines (Essential)
- Familiarity with Fire and Health and Safety procedures (Essential)
- Ability to use relevant tools and equipment (Essential)
- ICT skills in operating computer-based systems e.g. entering data and retrieving information (Essential)
- Knowledge and experience of cleaning methods and systems (Desirable)

Qualifications (Desirable)

- NVQ Plumbing/Electrical (or equivalent)
- Portable appliance testing
- Water Hygiene awareness (Legionella/Pseudomonas)

Values

- Respects diversity and works diplomatically with a variety of different audiences
- Shows cultural and interpersonal sensitivity, working well within a team
- Promote the Vision, Mission and core values of Ronald McDonald House Charities UK

Summary of Benefits Package



We are able to offer the successful applicant a highly competitive salary and benefits package.

Pay	£12.00 per hour
Holiday	Statutory entitlement 28 days (including Bank Holidays). Pro-rata for part-time equivalent.
Charity Sick Pay	10 days Charity sick pay per year, after successful completion of probation period. Pro-rata for part-time equivalent.
Employee Discount Scheme	You will have access to a discount scheme through Rewards Gateway; this includes discounts from a wide variety of High Street and online retailers. You will also have access to discounts at McDonald's Restaurants.
Private Healthcare	We give all staff free membership of a private medical care scheme after three years service.
Employee Assistance Programme	You will have access to a 24/7 Employee Assistance Programme, including a free confidential counselling service.
Service Awards	To celebrate major service anniversaries, we give all staff vouchers which can be used at a number of High Street and online retailers.
Pension Scheme	Ronald McDonald House Charities UK will automatically enrol you into our NESTworkplace pension (there may be some exemptions).
Training and Development	You will be able to request time to train or to undertake accredited programmes leading to a qualification, or, for unaccredited training, request assistance to help you develop skills related to your job.

How To Apply

Closing date: Monday 30 May

Applications should be sent to:

Lisa Ramchurn, Deputy House Manager via
rmhc.recruitment@uk.mcd.com

The closing date for applications is midnight on
Monday 30 May 2022.

Please enclose:

- A CV
- A cover letter
- Completed application form

All applications will be considered immediately after the closing date and candidates informed if they have been shortlisted for an interview.

Interviews will be conducted by Lisa Ramchurn, Deputy House Manager and Tony Parkinson, Maintenance Person week commencing 6 June 2022.