

YEO VALLEY LIMITED

JOB DESCRIPTION



THE DETAILS	
JOB TITLE	Facilities Manager
BUSINESS ENTITY	Yeo Valley Ltd
TEAM/DEPARTMENT	Experience - Operations
SITE THE ROLE IS BASED	YVHQ
REPORTING LINES	
REPORTS TO	Operations Manager
DIRECT REPORTS	8
TEAM SIZE	8
BUDGET RESPONSIBILITY	Yes
ROLE & PERSON SPECIFICATION	
Key Aim of The Role	To manage and maintain all aspects of facilities and building compliance within the public facing Blagdon venues including YVHQ, The Garden Café, The New Inn, Rural Stays and YVHQ Serviced Offices. Lead and improve standards, implement systems and manage a high performing team with a hands-on approach.
Key Responsibilities	• Health & Safety • Housekeeping • Reception • Maintenance • Leadership, Management & Accountability of Team (LMA) • Supplier & Contractor Management • Vehicle Management • Security and Fire Management Across Defined Venues • Sustainability and Waste Management • Budgets / Departmental Finances
Team Management	• Ensure the team have the tools and supplies required • Manage and monitor their workload ensuring weekly priorities are set • Regularly review standards of work both on and off site • Conduct regular reviews in line with company standards • Ensure 100% compliance in health & safety including completion of all risk assessments, legislation and training

	• Monitor and manage team absence ensuring cover is in place where required and ensure high levels of absence are reviewed • Ensure all team members have the highest standard of customer service • Support and work with your teams to ensure the highest standards of work • Regularly meet with and update the Operations Manager • Oversee and approve rotas
Suppliers, Contractors & Maintenance	• Schedule regular properties maintenance and embed a culture of preventative maintenance • Obtain and manage contractors ensuring they are fully compliant to company and legal expectations • Manage relationships to ensure the best outcome for the company • Conduct risk assessments and site surveys for all work carried out around the estate • Ensure quotes are received and comply with our needs • Regularly review suppliers and contractors to ensure we receive best pricing and quality of work • Liaise with key stakeholders to ensure any wider impact is managed effectively. • Make smart decisions when remedial and reactive work is required • Ensure all contractor and supplier documentation complies with legal obligations including, but not limited to health & safety and insurance • Create business plans for all large works • Ensure utilities are up to date and ordered in time for our rural stays properties
Health & Safety	• Taking the lead to ensure all servicing and checks are carried out on H&S equipment (i.e., fire alarm testing, evacuations, emergency lighting testing, first aid kits). • Taking the lead to ensure H&S and risk assessment training is up to date for all departments. • Supporting HR team to ensure best practice in terms of colleagues trained in first aid and fire warden skills and that training records are kept, and qualifications are up to date. • Ensuring all H&S documentation for the estate is up to date and easily accessible. • Ensure that all potential and real hazards are reported immediately and rectified. • Maintaining an environment that is compliant with the DDA. • Overseeing security of respective estates & buildings. • To be fully conversant with all departmental Fire, & Emergency procedures. • To stimulate and encourage a general awareness of Health and Safety in relation to all tasks and activities undertaken on the estate. • To support the F&B management team with health & safety in line with EHO standards. • Oversee the management of pest control in all YVL properties and engage with professional contractors when necessary.

Systems of Work	• Regularly review or implement systems and processes to maximise efficiencies • Ensure reporting and communication systems are in place • Implement and maintain SLA's for all areas and communicated to key stakeholders. • Ensure that all information and documentation is readily available on request and kept up to date.
Personal Specification	• Creative and analytical thinker who encompasses strong business aptitude and is driven by results. • Detail orientated with hands on approach. • Ability to multitask and work in a fast-paced environment. • Sophisticated communicator with high standards of performance together with excellent problem solving and listening skills. • Proactive and able to work and make decisions without supervision. • Well organised and sets a great example to others. • An attention to detail.
Benefits	• Yeo Valley Ltd will contribute 8% of your salary into the company pension scheme. • Life Cover Insurance of 3 times your salary. • Health Cover. • Electric vehicle salary sacrifice scheme (subject to qualifying conditions). • Discounted Canteen and staff shop. • 25 days holiday (plus bank holidays).