



JOB DESCRIPTION

JOB TITLE	Estate & Facilities Manager
REPORTING TO	General Manager
LAST UPDATE	23.1.24
PURPOSE OF ROLE	<p>OVERVIEW</p> <p>Ardoch Loch Lomond is a unique 18-bedroom exclusive use venue which sits in 133 acres of land with magnificent views overlooking Loch Lomond. Ardoch is now owned by the charity CHAS (Children’s Hospices Across Scotland), established to operate commercially as a profit with purpose venue generating income that will support the work of the charity.</p> <p>We take pride in offering an unparalleled experience to our guests, surrounded by 133 acres of estate grounds. We are currently seeking a dedicated and experienced Estate and Facilities Manager to ensure the immaculate maintenance and presentation of our venue.</p> <p>This is a newly created role for Ardoch. As the Estate and Facilities Manager, you will play a pivotal role in maintaining and enhancing the natural beauty and functionality of our 133-acre property. You will be responsible for overseeing the day-to-day operations, ensuring that the venue's grounds, facilities, and estates are impeccably managed, creating a perfect setting for our guests' unforgettable experiences.</p> <p>The ideal candidate will be happy to be very hands-on, responsible for overseeing the internal and external maintenance for Ardoch, ensuring the efficient and secure operation of the estate, grounds and facilities.</p> <p>This is a 4-day or 5-day position, usually Monday to Friday, although occasional weekend work will be required. As this role involves outdoors work, we are happy to discuss seasonal flexibility with hours, whereby more hours will be worked through the summer months and less in the winter.</p> <p>There may be the opportunity to live on site if this is of interest.</p>
JOB ROLE	<p>KEY RESPONSIBILITIES</p> <p>1. Grounds Management:</p> <ul style="list-style-type: none"> · Implement and execute a comprehensive grounds management plan to enhance the beauty of the estate. · Coordinate and oversee landscaping, gardening, and arboriculture activities to ensure the grounds are well-maintained and visually stunning. <p>2. Facilities Maintenance:</p>

- Manage and schedule routine maintenance for all facilities, including buildings, event spaces, and recreational areas.
- Work closely with external contractors and vendors to ensure repairs and improvements are completed to the highest standards.

3. Health and Safety Compliance:

- Implement and maintain health and safety protocols across the venue to ensure a secure environment for guests and staff.
- Conduct regular inspections to identify and address potential hazards.

4. Event Support:

- Collaborate with the events team to prepare and set up spaces for various occasions, ensuring a seamless and aesthetically pleasing experience for guests.
- Provide on-site support during events to address any facility-related issues promptly.

DETAILED LIST OF THE JOB SPECIFICATION

INTERNAL DUTIES

Decor

- Check decoration/maintenance in all room. Minor works to be dealt with by Estates Manager where possible / liaise with any trades when job is beyond skillset and book in internal and external decorating.
- Check internal furniture with regards to general appearance, safety and cleanliness

Fire Safety

- Fire Safety Management
- Yearly sprinkler check
- Quarterly fire alarm and smoke alarm checks
- Yearly extinguisher checks
- Twice yearly fire suppression checks
- Yearly smoke vent check
- Yearly fire hydrant check
- Yearly fire officer meeting
- Yearly risk assessment
- Carry out monthly emergency lighting checks
- Book in twice yearly emergency lighting drop checks
- Weekly fire testing and keep paperwork up to date.
- Monthly sprinkler test
- Weekly visual of buildings
- Check escape routes and fire-fighting equipment in place
- External cleaning of sprinkler water tank
- Organise yearly evacuation tests, aided by General Manager

Kitchen

- Check safety of kitchen appliances and cleanliness
- Monitor fridge freezer temps/food temperature charts
- Produce kitchen cleaning charts
- Ensure bin area is tidy and bins put out/ council compliance forms
- Organise kitchen deep clean twice yearly.
- Organise kitchen flu and ducting clean annually
- Clean kitchen ducting/fat trap bi-monthly
- Monitor and have external fat trap emptied

- Strip and clean coffee machine/ order ingredients.

Logs and Chimneys

- Keep log piles stocked/build fires
- Organise flu/chimney cleaning

Water and Heating

- Reseal bathroom floors in barn
- Book in yearly controls service for heating system
- Liaise with T-Tech monthly water/plant room services
- Liaise with Cleartech for water temp checks and shower head cleaning
- Liaise with Cleartech for water tank disinfection
- Alter heat and hot water to work around clients
- Check pump house for heating or water alarms weekly basis
- Liaise with Pump Action to service all plant room pumps

Electrical

- Keep electrical testing up to date
- Book PAT Testing
- Keep emergency lighting tested by Electrical company
- Keep all light bulbs changed / maintain stocks
- Organise scissor lift annual service
- Book in yearly wheel chair lift service.
- Monitor CCTV System

Other

- Assist General Manager with ensuring the security of the venue with regular checks
- Book window cleaner
- Liaise with Greenleaf bathroom sanitary
- Put up internal fabric of patio marquee

EXTERNAL DUTIES

General

- Cut grass 16-20 hours per week at peak growing season around house and nearby paddocks, down drive to main road, through the woodland path and around the pond (*note responsibility for this task is to be further discussed if other tasks end up being too time consuming)
- Carry out basic maintenance on mowers
- Organise yearly services and safety checks on garden machinery
- Keep around the house and sheds tidy
- Gardening as required for areas around the house, including looking after borders and flowerpots
- Organise landscapers if necessary - mainly walkway works
- Chop wood for stoves using fallen trees in woods
- Check fences, walls, trees etc. on estate
- Keep drive clear and tidy
- Keep drive (1 kilometre) gritted in winter plus paths around building
- Mend walls if small repairs
- Organise external window cleaning and jet washing of pathways when needed
- Keep lower gutters clear of debris/organise high gutters cleaned and slates replaced
- Fill in RHI tax credit forms quarterly
- Biomass clean every 7-10 days
- Organise biomass twice yearly service LD Energy Solutions
- Monitor weekly and Order wood chip pellets Bisland
- Provide quarterly biomass meter readings for RHI Tax credits
- Order heating oil Bisland Oils

- LPG Gas is remotely ordered
- Check all drainage around the house, especially waste (Human) Drains
- Check rainwater harvester has enough water for toilets.
- Check septic tanks get emptied when required
- Book boiler x 4 service and get Gas safety check Summertime
- Gym safety checks to carry out, engineer to book in
- Organise field hedge and drive to be cut back
- Make sure pond outlets are clear and water running freely

Fields Maintenance

- Handle relationship with farmer who rents 120 acres of Ardoch land for 6 months p/a
- Report damage done by cattle
- Keep on top of rashes, reeds and ragwort
- Monitor field drains
- Monitor fallen trees/managed the growth of over 1000 newly planted trees

CHAS VOLUNTEERS

Assist General Manager to employ, train and work directly with volunteers who are keen to work with Ardoch, given that the estate is owned by the charity CHAS.

HEALTH AND SAFETY

To always act responsibly and ensure that health & safety considerations are given due diligence across the premises, relating to both building and personnel.

Liaison with CHAS Facilities Management and H&S Committee as required.

QUALIFICATIONS/CERTIFICATION REQUIRED (note some requirements can be provided as part of employment)

- Legionnaires-9950-05 City and Guilds Accredited Training LCA 9010-Responsible Person for Hot and Cold Water Systems and other Risk Systems.
- IOSH Managing Safely
- Emergency First Aid at work
- Powered Access Licence (to operate scissor lift to change lightbulbs and put marquee lining up)
- NPORS Accreditation for Quad bike, ride on mower, strimmer's, mowers and leaf blowers.
- Chainsaw licence (only grounds works for chopping logs for the wood burning stoves)
- Working at height