

JOB DESCRIPTION

JOB TITLE: WORKSHOP STEWARD

LINE MANAGED BY: CURRICULUM & QUALITY MANAGER

JOB PURPOSE & OBJECTIVES

To be responsible to the Curriculum & Quality Manager for the servicing and support of materials and equipment to classes throughout all college premises.

To liaise with staff and ensure an adequate supply of materials and equipment within training programmes. Assist in maintaining college premises to ensure a satisfactory working environment. Movement of goods using a range of mechanical lifting equipment.

KEY TASKS & RESPONSIBILITIES

Loading/unloading, moving and storage of materials, furniture and equipment, by hand, mechanical lifting equipment and using a forklift / telehandler.

Preparation of materials to support training.

Cleaning, removal and storage of used materials and equipment.

Maintenance cleaning of equipment, work areas, access and egress routes.

Maintenance of stores, stacking, removal and cleaning.

Assist teaching and technician staff in relation to workshop preparation. Back-up support as required.

Assist Curriculum & Quality Manager with completion of annual inventory.

Be prepared to upgrade skills by means of training courses to meet the changing needs of new legislation and technology.

Comply with all current Health and Safety legislation.

Corporate Statements and Values

Vision

To be Scotland's leading College: delivering excellence.

Mission

Preparing learners well for their future, in an outstanding learning environment and inclusive community.

Values and culture

We are:

- inclusive and diverse
- passionate about our roles and responsibilities
- continually improving
- high achieving
- reducing our environmental impact
- delivering community and social value
- committed to health, safety and wellbeing
- creative and innovative
- a listening organisation

This job description is not intended to detail all tasks undertaken, but simply highlight a number of major tasks of the post. The post holder may be required to undertake additional duties which might reasonably be expected and which form part of the function of the post.

This job may be amended in future to reflect the changing duties of the post.

Date Updated: May 2025