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| **Job title:**  | Labourer |
| **Department:**  | Production |
| **Responsible to:**  | Site Manager |
| **Responsible for:**  | NA |

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| **Job Purpose:** To carry out general labouring duties across the site both pre and post legal completion.  |

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| **Main Duties and Responsibilities:** * Comply with H&S standards and ensure H&S responsibilities are adhered and followed throughout site.
* Comply with company policies and procedures.
* Contribute to improving the business, protecting, and enhancing the company reputation.
* Maintain positive relationships with Site, Assistant Site Managers, and sub-contractors.
* Unlock site each morning, including all welfare facilities and any plots that are required to be opened up.
* Lock site and all plots at the end of each shift, including checking all windows have been closed, welfare facilities, storage container, any pedestrian gates, any delivery/car park gates on final departure and that all keys have been returned to the Site Managers Office.
* Conduct daily maintenance checks and record keeping, reporting any defects to the Site Manager as soon as possible.
* Support the Telehandler Driver when deliveries are being made to site, checking delivery notes, checking for damages – noting these on delivery notes or if necessary and reporting damages to the Site Manager prior to signing for delivery when this is possible.
* In collaboration with the Telehandler Driver, store deliveries in an appropriate place, ensuring any products that need to be kept dry are stored under cover. Any high value goods are to be locked away immediately following delivery.
* Support the Telehandler Driver to monitor and empty the tipping skips. Areas around skips are to be kept clean and tidy at all times.
* Clean welfare facilities daily and ensure toilet rolls, hand towels, soap dispensers are refilled, and plot bins are emptied.
* Ensure site housekeeping is maintained to the required standards, including good presentation of the sales and build areas supporting and questioning trades to achieve this in collaboration with the Telehandler Driver.
* Prepare plots for pre-plaster, CML and legal completion and ensure plots are kept clean.
* Carry out any air tests or sealing works as required.
* Any other reasonable duties/variety of roles that you are requested to undertake.
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| **Key Attributes** | Core:* Attention to detail.
* Ability to talk to subcontractors and customers.
* Organised.
* Clear communication.
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| **Qualifications/****Experience** | Core:* Experience working on site.
* Experience in maintaining working relationships.
* Experience in physical workload.
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| **I confirm I have read and understood my job description.** |
| Employee Name |  | Date |  |
| Employee Signature |  | Date |  |
| Line Manager Signature |  | Date |  |

I*t is a requirement of Story Homes that all staff work in a flexible manner compatible with their job and in line with the objectives of the company. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of the business.*