

Job Description - Handyman / Steward

Job Purpose

To support the effective delivery of catering, accommodation, and ancillary services on an offshore installation, in line with established work routines or task analysis, and the defined scope of services. The Handyman / Steward plays a key role in maintaining high standards of service and in supporting the health, comfort, morale and well-being of all personnel onboard. This role is essential in contributing to a positive living and working environment, while ensuring full compliance with offshore safety, health, and hygiene regulations, as well as the offshore installation and Company procedures at all times.

Main Duties / Tasks

- Work efficiently using available resources to deliver services to agreed standards in all areas such as accommodation, galley, mess, laundry, public areas and facilities
- Responsibilities include cleaning, buffering, hoovering, sweeping and washing floors, walls and ceilings
- Ensure deep cleaning programme is in place and adhere to it
- Ensure chemical store is kept clean and tidy
- Accompany supervisor on daily and weekly inspections of areas of your responsibility
- Assist in the preparation and serving meals
- Ensure adequate supplies of cutlery and crockery are available throughout service times
- Ensure adequate supplies of galley equipment are available to chefs
- Report any hazards or other irregularities
- Report any incidents of loss or damage to inventory
- Carry out duties such as, plumbing, fabric maintenance, joinery and other emergency repairs
- Help with any other task you're able to when needed, such as the unloading of containers

Additional Information

Responsibility for the Work of Others

- Guidance and support to third party contractors

Responsibility for Machinery / Equipment / Materials / Consumables

- Ensure equipment is used correctly, operated safely, maintained and kept clean and hygienic
- Carry out all work in line with Risk assessments, Safe Systems of Work, COSHH and Health and Safety at Work Act
- Notify line supervisor of any defects or maintenance requirements within areas of responsibility

Decision Making

- Take part in regular reviews and help identify and implement improvements
- Take responsibility for addressing your own development needs and future training requirements
- Fully support and participate in all Client and Company safety initiatives and training
- Plan work schedule with regards to maintenance procedures

Communication / Contact with Others

- Participate in pre-shift briefings with all members of the team which covers subjects such as routine information and any actions regarding customer complaints
- Report any customer complaints immediately and take the necessary action if appropriate
- Develop positive relationships with clients, actively seeking client and customer comments, being 100% aware of the perception of company service on the unit
- Communicate with external vendors

Experience / Qualification

- Formal qualification in at least one trade i.e. joinery, plumbing, heating etc
- Minimum one years' work-related experience
- BOSIET / FOET
- Norwegian Escape Chute (*client specific*)
- MIST
- OEUK Medical & Food Handlers Medical
- Bi-Deltoid Shoulder Measurements