

About us...

Lincolnshire



Lincolnshire Co-op is a long-standing, community-focused organisation proud to serve the people of Lincolnshire and surrounding counties. Our Support Centre, based in Lincoln, is the operational heart of our business. It's home to a range of specialist teams who work behind the scenes to support our front-line colleagues and ensure we deliver exceptional service across all our trading areas.

Essential Information – what you need to know

Job purpose:

- Overseeing the upkeep, security, and general maintenance of our vacant properties and grounds.
- Conducting regular inspections, performing minor repairs and ensuring that all sites are safe, clean, and well-maintained.

You'll report to:

- General Maintenance Manager

Your hours:

- 39 hours per week (FTE)

Your relationships:

- Colleagues within the Finance Team.
- Colleagues within the Trading Areas including Food, Travel and Funerals among others.
- Colleagues across the wider organisation.
- Customers and suppliers at all levels.

What you'll bring to us:

- Previous experience of working in a similar environment is essential.
- Strong attention to detail with excellent numeracy and accuracy skills.
- Experience in processing high volumes of invoices and managing multiple deadlines.
- Confidence using Office 365 and financial systems, with the ability to learn new tools quickly.
- The ability to communicate clearly and professionally with colleagues, suppliers, and external stakeholders.
- A pro-active and solution-focused approach to resolving invoice and payment queries
- Strong organisational skills, enabling you to manage competing priorities effectively.
- Commitment to working as part of a team, demonstrating professionalism, integrity, and collaboration.



Providing and
supporting
valued services



Helping to
grow the
local economy



Caring for our
health and
wellbeing



Looking after
our local
environment

Together we are

Your Purpose – I will contribute to my team and the Society's ongoing success in this role by...

Your duties and
responsibilities:

- Conducting weekly on-site maintenance inspections of vacant properties to confirm they are safe, secure, clean and tidy.
- Completing maintenance inspection records accurately and ensuring all findings are documented and up to date.
- Attending to minor repair work promptly, addressing issues such as broken fixtures, minor leaks or other maintenance needs.
- Reporting any break-ins and securing properties where possible to prevent further access or damage.
- Recording and submitting quarterly utility readings for vacant properties to ensure accurate utility management.
- Reporting on-site maintenance issues that cannot be resolved immediately, using the appropriate communication channels to escalate concerns.
- Undertaking grounds maintenance tasks, including weed control, trimming and grass cutting to keep the premises presentable.
- Sweeping car parks and pathways, disposing of litter and rubbish, clearing drainage and gullies and assisting with winter snow clearing and gritting as needed.
- Completing all required paperwork and documentation, maintaining clear and organised records of maintenance activities.
- Managing and safeguarding property keys to ensure the security of vacant properties.
- Driving and maintaining the allocated vehicle, ensuring it is in good condition and suitable for all necessary maintenance activities.

Together we THRIVE



- Trustworthy – we do what we say we'll do and trust others to deliver to the best of their ability
- Helpful - we support and challenge each other collaboratively, no matter the role or level.
- Respectful - we listen to other views and opinions with consideration and celebrate differences.
- Inspiring - we role model what good looks like and lead by example to be better.
- Valued - we recognise achievements and appreciate everyone's contributions.
- Empowered - we listen and encourage each other to take opportunities.

Your Approach – how you will contribute to your team and the Society's ongoing success in this role.

I will be trustworthy by:

- Maintaining property security and safeguarding keys responsibly at all times.
- Recording maintenance inspections accurately to ensure reliable documentation.
- Reporting incidents or hazards promptly to uphold safety and compliance.
- Completing assigned tasks consistently and to expected standards.

I will be helpful by:

- Assisting colleagues with maintenance tasks to support smooth operations.
- Responding promptly to issues to minimise disruption or further damage.
- Providing guidance and support to others when needed.
- Collaborating with teams to ensure properties are safe and well-maintained.

I will be respectful by:

- Treating properties, tenants, and colleagues with care and professionalism.
- Listening to concerns and feedback to improve maintenance practices.
- Respecting health and safety protocols for self and others.
- Communicating clearly and courteously with all stakeholders.

I will inspire others by:

- Demonstrating pride and professionalism in all maintenance activities.
- Encouraging safe working practices and high standards across the team.
- Promoting improvements and efficiency in property upkeep.
- Leading by example through diligence and attention to detail.

I will value people by:

- Recognising the importance of maintaining a safe and welcoming environment.
- Appreciating the contribution of team members and other colleagues.
- Delivering reliable and consistent service that supports the organisation's purpose.
- Contributing positively to the success of property management operations.

I will empower others by:

- Taking initiative to resolve minor repairs and maintenance issues.
- Identifying opportunities for improvements or safety enhancements.
- Managing tasks independently while escalating issues appropriately.
- Owning responsibility for the allocated vehicle, equipment, and tools.