



We have an exciting opportunity that offer plenty of scope to develop a successful career in hospitality supporting the following **Nottingham Venues** properties:

Set in 330 acres of the University of Nottingham's landscaped parkland **Orchard Hotel** is a stylish, award winning, eco-friendly hotel. With 202 bedrooms, a variety of meeting rooms, a restaurant, bar and terrace. (Please note that this will be the primary location of this role).

East Midlands Conference Centre, refurbished for £2.1m in 2020, is next to the Orchard Hotel and hosts events for up to 1,000 delegates.

Set within 65 acres of lakeside grounds, close to Nottingham city Centre, **Jubilee Hotel and Conferences** offers an innovative setting for events, along with all the comforts of a 100-bedroom modern hotel.

What is the main purpose of the role?

As Maintenance Assistant, you will support the day-to-day maintenance and upkeep of Nottingham Venues across The Orchard Hotel, East Midlands Conference Centre and Jubilee Hotel and Conferences. This is a varied, hands-on role covering over 300 bedrooms, conference and event spaces, public areas, back-of-house areas and plant rooms. You will assist with both reactive maintenance requests and planned preventative maintenance, helping to ensure our buildings are safe, well maintained and presented to a high standard for guests, delegates, colleagues and visitors.

Working closely with the Maintenance Manager and wider hotel teams, you will help respond to maintenance issues in a timely manner, minimise disruption to operations and support the smooth running of all three venues. Duties will include general repairs, basic plumbing, decorating, room maintenance, compliance checks, meter readings, stock monitoring and supporting audits where required.

The role is ideal for someone who enjoys variety, takes pride in their work and understands the importance of maintaining high standards in a busy hospitality environment.

The Ideal Candidate

We are looking for a practical, reliable, and motivated individual with experience in general maintenance, ideally within a hotel, hospitality, facilities, or similar environment.

You will have a good all-round understanding of basic maintenance tasks, including general repairs, plumbing, decorating and minor electrical awareness. You do not need to be an expert in every area, but you should be confident using tools, able to problem-solve and willing to learn.

The ideal candidate will:

- Take pride in delivering work to a high standard.
- Be organised and able to prioritise tasks across multiple sites.
- Respond well under pressure in a busy guest-facing environment.



- Have a positive, can-do attitude and work well as part of a team.
- Understand the importance of health, safety, and compliance.
- Communicate clearly with colleagues, managers and hotel departments.
- Be flexible and willing to support different areas of the business when required.
- Help ensure bedrooms, public areas and operational spaces are maintained, safe and guest ready.

This role would suit someone who enjoys a varied working day, likes being hands-on and wants to be part of a supportive maintenance team responsible for keeping Nottingham Venues running at its best.

Benefits

- As a talented member of our fantastic team, you will be rewarded with:
- 25 days Holidays plus bank holidays, or a day off in lieu if contract requires you to work. PLUS, an extra day holiday for each years' service (up to a maximum of 5 years)
- Real living wage employer
- Opportunity to be part of a contributory Pension scheme
- Free meals and refreshments when on duty
- Excellent training and development opportunities through our internal training program and support with professional qualifications
- Employee wellbeing support via our Employee Assistance programme
- Discounted rates for both yourself and family and friends in our hotels and restaurant
- Discounted membership at the University sports facilities
- Employee recognition including long service awards and monthly "Top of the tree" event
- Opportunity to earn additional payment by being a member of various employee committees
- Full uniform provided
- £250 recommend a friend incentive