



# ATHENA STONECARE

JOB TITLE:	Stone Restoration Assistant
HOURS:	37.5 hours per week
WORK PATTERN:	Irregular hours (to include ad hoc night shifts as allocated by Manager)
SALARY:	£20-25,000 per annum
MAIN LOCATION:	Home Counties and London

## 1. Main job roles

- Assist Managing Director in all duties necessary to carry out stone restoration, cleaning and polishing work on both natural and man made stone surfaces.  
This will include but is not limited to:  
Preparation of site for work by vacuuming and affixing protective sheeting  
Application of cleaning products to floor, walls and worktops  
Use of rotary floor machine to grind, polish and buff the above stone surfaces  
Use of hand held machines to grind, polish and buff the above stone surfaces  
Use of wet vacuum to remove excess water from floors and patios  
Towelling of surfaces throughout job site  
Correct application of sealants, impregnators and waxes where required  
Application of cleaning chemical to patio and outdoor stone  
Use of low pressure jet wash to clean outdoor stone
- Load and unload the van on site using the proper set up procedures and ensuring that all items are accounted for before leaving a job site.
- Productively and safely move furniture to prepare the client's home or business space
- To undertake the necessary training to ensure full understanding of the processes required to carry out stone polishing, restoration and cleaning.
- Liaising with clients on site, upholding the Athena Stonecare code of conduct at all times
- Ensuring that all work is carried out in a way that is respectful and courteous to the clients' home or business space.
- Uphold all of the company health and safety policy and attend Toolbox Talks on a regular basis as well as undertaking all health and safety training as assigned.
- Work at all times within company guidelines, following method statements as required.

## 2. Position in organisation

- Reports to Managing Director.
- Works alongside and take direction from Stone Restoration Technician.
- This role is designed to be an entry level role into Athena Stonecare. Upon completion of an initial 6-month probation, you will be expected to perform the above responsibilities with supervision and may be taken to a job site to work alone for a portion of the day.
- There is potential to progress to a level whereby you are responsible for managing your own job sites, once suitable training and competence assessment has been completed.



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### 3. Person Specification

- We are looking for someone who is committed both to their day to day work as well as to the career opportunity presented.
- Athena Stonecare is a family business and we are looking to employ someone who shares our work ethic and passion for perfection across all areas of the business
- The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand; walk; use hands; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee is not required to drive for this job role, but will be required to if career progression opportunities are sought. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 50kg.
- It is important that employees are diligent and also proactive in their work, seeking opportunity to learn and ensuring that their knowledge of stone and the processes that we use are always up to date.
- Occasionally employees will be required to represent Athena Stonecare in a networking environment and we ask that in all areas of work, the company brand is upheld.