

Chain Lane
Community
Hub

Chain Lane Community Hub
Chain Lane, Knaresborough, HG5 0AS
t: 01423 795320 e: info@chainlane.org
www.chainlane.org

Job Description

Facilities Officer

Hours: 15 hours per week (5 mornings per week with flexibility)

Pay: £10 per hour (£19,500 pro rata)

Accountable to: Community Hub Manager

Job Summary.

To provide efficient and effective support to the CLCH Manager, with particular responsibility for ensuring CLCH meets the required standards for cleanliness, maintenance and security of the building and surrounding areas. To provide additional support, as required by the Hub Manager, to ensure CLCH delivers a high standard of service to all users and visitors.

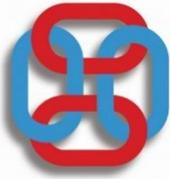
Specific Responsibilities

1. To undertake a full range of cleaning and maintenance duties, including toilets and kitchen area, windows and furnishing. This will include replacing minor parts and disposing of waste materials in an appropriate manner.
2. To ensure all equipment, including the heating system, is efficiently and effectively operated, and reporting defects and malfunctions to CLCH Manager.
3. Working alongside the Centre Manager and Hub Support Worker be responsible for maintaining the security of the premises and its contents, opening and locking up the building as required. This will include responding to the emergency contact mobile and providing out-of-hours cover in case of emergencies.
4. To maintain the carpark and grounds, keeping them free from debris or litter and ensuring drains and gullies are kept clear. In addition, the Facilities Officer will be

responsible for ensuring clear and safe pedestrian access to CLCH, particularly in adverse weather conditions. (This may entail snow clearance and gritting when necessary.)

5. To undertake portage tasks as required, including setting up and clearing away furniture.
6. To liaise with CLCH Manager to enable the appropriate provision and replenishment of toiletry items, including the storage and distribution of these items and to inform the CLCH Manager about stock levels for items such as grit, toiletries, light bulbs, etc.
7. To maintain appropriate records including fire alarm log book, repair orders, meter readings and any other records requested by CLCH Manager.
8. To report emergencies in the case of faults with gas, electric and water supply to the Manager or to regular contractor when Manager is not immediately available.
9. When necessary, to accompany site visitors such as contractors.
10. To undertake minor repairs to the building as and when necessary, for example the touching up of paint work.
11. To comply with the requirements of Health and Safety and other relevant legislation and centre policies.
12. To understand and comply with CLCH's equality and diversity policy.
13. To undertake such other duties as may be determined from time to time commensurate with the range of activities described above and in line with any developments or changes

The post will be subject to suitable references.



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Person Specification for Facilities Officer

Job Summary: To provide efficient and effective support to CLCH Manager, with particular responsibility for ensuring CLCH meets the required standards for cleanliness, maintenance and security of the building and surrounding areas. To provide additional support as required by the Manager to ensure CLCH delivers a high standard of service to all users and visitors.

1.	<p>EXPERIENCE:</p> <p>Experience (paid or unpaid) of taking responsibility for cleaning and maintenance of a building, undertaking minor repairs and decorating tasks.</p> <p>Experience of ensuring the security of a building and its contents, including opening and locking up.</p> <p>Experience of working with members of the public from all sectors of society, including vulnerable individuals.</p> <p>Experience of keeping accurate records and informing line manager as necessary.</p> <p>Experience of responding to emergencies and dealing with crises.</p>
2.	<p>SKILLS & ABILITIES</p> <p>Ability to set priorities and work on own initiative without immediate supervision.</p> <p>Ability to undertake basic maintenance of equipment and report any defects.</p>

	<p>Ability to ensure carpark and grounds are clear and safe, especially in adverse conditions.</p> <p>Ability to undertake portorage, including setting up and clearing away furniture.</p> <p>Ability to respond to emergencies.</p> <p>Ability to work flexible hours when necessary, including 'on-call' and out-of-hours duties.</p> <p>Ability to liaise with site contractors and other professionals.</p> <p>Ability work within CLCH Policies, including Equal Opportunities and Health and Safety, at all times.</p>
3.	<p>OTHER:</p> <p>Willingness to work as full member of the Team, covering for colleagues as necessary and contributing to the continued development and sustainability of CLCH.</p> <p>To act as ambassador for CLCH, protecting and promoting its good name and reputation at all times.</p> <p>To attend team meetings and undertake any necessary training identified.</p>