

SPENNYMOOR TOWN COUNCIL

JOB DESCRIPTION

1. **POST TITLE:** Facilities Assistant
2. **POST NUMBER:**
3. **GRADE:** The grading of this post is to be reviewed as part of job evaluation and is subject to job evaluation.
4. **LOCATION:** Your normal place of work will be the Town Hall but you may be required to work at any Town Council owned premises.
5. **RELEVANT TO THIS ROLE**
The post holder will be required to work 37 hours per week on a rota basis to meet the needs of the business as part of a seven day working week.
6. **ORGANISATIONAL RELATIONSHIPS**
This post reports to the Facilities Manager
7. **DESCRIPTION OF ROLE**
To provide a positive, customer focused experience for the public and customers and a warm, safe, clean and secure environment in which staff can work effectively.
8. **DUTIES AND RESPONSIBILITIES SPECIFIC TO THIS POST**
 - To attend and be present at functions and events and deal with the public and customers in a positive customer focused way.
 - To act as a fire and evacuation warden, first aider, and defibrillator operator while on duty.
 - To undertake weekly and monthly fire system checks and record relevant records keeping the Fire documents up to date.
 - To undertake legionella test and keep appropriate records
 - To make and serve beverages to internal and external customers.
 - To provide basic IT, sound and lighting support for hirers of the facilities.
 - To rig and de rig functions and events, including the decoration of rooms in relevant themes.
 - To open, lock up and secure the building as required.
 - To ensure that the Town Hall and relevant toilet areas are cleaned and suitable for the public and employees usage.

- To advise the Facilities Manager whenever the need arises for “additional cleaning service requirements” in the building and public toilets.
- To log any property or equipment defects in the appropriate book.
 - To maintain the general security and safety of the premises and grounds.
- To undertake general portering duties.
- To carry out first line repairs and maintenance.
- To have a commitment to energy efficiency.

8.1 **Security of the Premises**

- Daily locking/unlocking of gates, doors and windows at the prescribed times.
 - Daily setting/un setting of alarm system.
- In emergencies, securing the premises e.g. boarding up windows etc, liaising with police, the alarm engineers and ensuring the necessary repairs are carried out as quickly as is practicable.
 - Maintaining the security of the premises when on duty.

8.2 **Cleaning**

- To clean designated areas in the premises as directed by the Facilities Manager.

8.3 **Heating**

- Operating heating plant to maintain required temperature in the premises and to ensure that an adequate supply of hot water is available.
- Carrying out agreed routine procedures of inspection and maintenance in line with the manufacturer's instructions.
- Carrying out frost/holiday procedures when necessary.
- Keeping the boiler room tidy and free from combustible materials.

8.4 **Health and Safety**

- Checking premises and equipment daily for damage/wear and tear, maintain Building Maintenance records, arrange repairs where necessary following authorisation by the Facilities Manager
- Checking that electrical equipment, heaters etc. are switched off before locking up.
- Ensuring safe storage of equipment and materials.

- Ensuring that protective clothing and footwear appropriate to the prevailing conditions is worn, only approved materials are used during work related activities and that safe methods of work are adopted in line with Health and Safety requirements and best practice.
- Attending appropriate Health and Safety and training courses as part of the training requirements identified as part of the Job Appraisal process or others as identified.
- Snow clearing and salting paths etc. as required.
- Replenishing soap, paper towel and toilet tissue dispensers daily.
- Reporting all accidents to the Facilities Manager.
- Check fire equipment, fire/health and safety signage, and carry out smoke and fire alarm tests at identified intervals. Maintain a record of all checks. Take part in regular fire drills and act as a fire warden and evacuation warden when on duty.

8.5 **Electrical (only within the capabilities of the employee in respect of electrical safety)**

- Replacement of light bulbs, starters and cleaning/replacement of light fittings.
- Visually checking plugs, fuses and wiring on electrical appliances as required.
- Fitting/refitting 3 pin plugs where necessary.
- Reporting any electrical faults to the Facilities Manager.
- Liaising with the Contractors in respect of the annual Portable Appliance Testing (PAT) for checking of all portable appliances and computer equipment.

8.6 **General Maintenance**

- **Equipment:** Ensure that periodic and annual contractual maintenance checks on equipment and systems are carried out and logged, e.g. lifts, fire extinguishers, boiler servicing etc.
- Routine visual checks of all equipment, used for maintenance and repairs, for security and safety, including tools, ladders, drills etc.
- Carrying out repairs and maintenance which are not beyond the scope of a competent DIY person:-
- Unblock sinks, hand basins, toilets (urinals and W.C. pans) and waste taps;
- Replace tap washers, check and adjust ball cocks;
- Lubricate door and window furniture;

- Fit and refit coat hooks, shelves, display boards and notice boards;
- Maintain and repair curtain fittings;
- Carry out minor plumbing repairs.
- To carry out minor painting works as required.

8.7 **Outside Duties**

- Ensuring that the area is free from litter, leaves, glass, weeds and excrement.
- Sweeping pathways premises.
- Ensuring that grassed areas are free from glass/debris.
- Ensuring that all drains, gullies and guttering are free flowing and clean.
- Removing or painting out all forms of graffiti as necessary.

8.8 **Porterage (using approved and appropriate mechanical aids)**

- Moving furniture and equipment around the premises as required.
- Preparing the premises for meetings, events etc, by putting out/putting away chairs/tables and ensuring fire exits etc are clear.
- Receiving inward delivered goods and assist with unloading/storing as required.
- Moving pallets, bins etc to and from the loading bay at the direction of staff.

8.9 **Administration**

- Recording meter readings where necessary (gas, electricity, water) on a weekly basis for returns to the Facilities Manager – conserve energy.
- Request approved cleaning materials using approved suppliers including toilet tissue, soap, paper towels, light bulbs and any other necessary equipment or materials etc.

8.10 **Protective Clothing and Equipment**

- Employees will be issued with personal protective equipment by the Service i.e. overalls, rubber gloves etc, and you must wear these items for your own protection. You will be responsible for laundering etc.

The main activities relating to these functions are listed above. These are neither exclusive nor exhaustive and may change from time to time commensurate with the grading level of the post.

9. COMMON DUTIES AND RESPONSIBILITIES:

9.1 Communication

To maintain effective communication within the facilities team and with key stakeholders internally and externally to the Town Council.

9.3 Professional Practice

To ensure that professional practice in the team is carried out to the highest standards and developed in line with the Service's stated objectives of continual improvement in quality of its service to internal and external customers.

To promote all Town Council Services and Facilities at all times and when required to attend Town Council events and promotions, representing the Town Council in a positive, polite and professional manner at all times.

To adhere to all Council Policies and Procedures as set out in the Member/Officer Handbook at all times.

9.4 Health and Safety

To ensure that the Health and Safety policy, organisation arrangements and procedures as they relate to areas, activities and personnel under your control are understood, implemented and monitored.

9.5 Appraisal

All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.

9.6 Equality and Diversity

As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice. To ensure our commitment is put into practice we are developing policies, which will seek to remove any barriers to equality of opportunity and to eliminate unfair and unlawful discrimination.

These policies apply to all employees of Spennymoor Town Council.

9.7 Confidentiality

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of their work and using Council information and assets.

9.10 Induction

The Council has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

