



JOB DESCRIPTION/PERSON SPECIFICATION

Job Title: Facilities Co-ordinator
Post No: BTC018
Team: Orchard Community Centre
Responsible to: Head of Finance & Deputy RFO
Number of direct reports: 0
Budgetary responsibility: None
Salary Range: (SCP 7-12) £24,294 – £26,421
Contract Type: 3-month fixed-term, with the possibility of the work being ongoing after three months.
Hours (e.g., full or part time): Full time, includes weekend work. The days and hours you work will vary dependant on bookings at the Community Centre.
Location: The Orchard Community Centre, Sullivan Court, Biggleswade SG18 8SZ
Name:

Overall Purpose

1. To look after the cleanliness of The Orchard Community Centre. To facilitate the operations and use of the Orchard Community Centre and other capital assets of the Council.

Main Responsibilities

1. To ensure the cleanliness of Council managed buildings and to implement agreed cleaning standards. This is to include cleaning of the Orchard Community Centre, the Town Council offices, and the Century House public toilets.
2. To share key holder responsibilities with the Facilities Co-ordinator at the Orchard Community Centre.
3. To promote the principles of customer care, equality, quality management and good health and safety standards at the Orchard Centre.
4. To work with the Facilities Co-ordinator to provide a comprehensive community service to the public.
5. To prepare areas within the Community Centre for the use for which they have been hired and to set up seating, tables, staging and other equipment as required.
6. To clear up after events and functions and to return equipment and fittings to their stored position.
7. To work with and support any commercial or community partner of the Council, in delivering services or events.
8. To assist in minor maintenance work within the Council's premises and facilities.
9. To be the premises supervisor when on duty, looking after the smooth running of the use of the rooms, events & functions, liaising with the hirer and commercial/community partner.
10. To ensure all conditions of the Premises Licence are adhered to.
11. When supervising the premises to be responsible for safety and good order, supervising any door staff and being the duty First Aid Appointed Person and Fire Warden.
12. When supervising the premises, to be responsible for the safe keeping of money for functions and events operated directly by the Council.
13. When supervising the premises to regularly inspect facilities and ensure their ongoing cleanliness.



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14. When supervising the premises, to deal with any customer needs or complaints.
15. To manage the scheduling system for the Orchard Community Centre.
16. To work flexible and additional hours to facilitate the needs of the job. This will include working unsociable hours including weekends.
17. To be a key holder as required.
18. To assist, if required, in covering the Market Offer in the absence of the Market Superintendent.
19. To work to set up or help operate any outside events, whether operated directly or in partnership by the Council.
20. To support other capital assets within the Council where required.
21. To undertake other tasks allocated by the Council which are within the competence and capability of the post holder.



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ATTRIBUTES	ESSENTIAL/ DESIRABLE	REQUIREMENT	METHOD OF ASSESSMENT
QUALIFICATIONS	Essential	To have a good standard of basic education.	CV
	Essential	To hold a First Aid Appointed Person Certificate & have had Fire Warden Training or be prepared to undertake necessary training.	CV
	Desirable	To hold a Personal Licence if necessary.	CV
EXPERIENCE/ KNOWLEDGE	Essential	Experience in building cleaning procedures, materials and equipment.	CV and Interview
	Essential	Experience in the caretaking of a multi-use building.	CV and Interview
	Desirable	Experience of supervising a multi-purpose or licensed premises.	CV and Interview
	Essential	Experience of working on own initiative and reporting performance outputs.	CV and Interview
	Desirable	Experience in undertaking minor building maintenance	CV and Interview
	Essential	Experience in dealing directly with customers.	CV and Interview
	Desirable	Experience in keeping administrative records.	CV and Interview
	Desirable	To have experience of using computers and responding to emails.	CV and Interview
	Desirable	Basic operations of IT systems necessary for the tasks allocated.	CV and Interview
	Essential	Ability to communicate and gain support from customers, partners and visitors.	CV and Interview
	Desirable	An understanding of local government and its interface with the community sector.	CV and Interview
ABILITY/SKILLS	Essential	Ability to work under pressure.	Interview
	Essential	Ability to balance conflicting demands and to find acceptable ways forward.	CV and Interview
	Essential	Ability to take control of a busy building in an emergency.	CV and Interview
	Essential	Ability to cover the Market Offer in the absence of the Market Superintendent.	CV and Interview



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OTHER	Essential	The willingness and ability to increase to full-time working hours where demand requires.	Interview
	Essential	Flexible approach to deadlines.	Interview
	Essential	Self-motivated and innovative.	Interview
	Essential	Commitment to customer care, and equal opportunity in employment and service delivery.	Interview
	Essential	Dedication to the raising of standards in the Community Centre.	Interview
	Essential	Willingness to work outside office hours and during weekends.	CV and Interview