Northumberland County Council

**JOB DESCRIPTION**

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| **Post Title: Facilities Assistant** | | | **Director/Service/Sector: Finance/Property/Facilities** | | **Office Use** |
| **Band: 1** | | | **Workplace:** County Hall | | **JE ref: 3425**  **HRMS ref:** |
| **Responsible to:** Facilities Supervisor | | | **Date:** | **Lead & Man Induction:** |
| **Job Purpose:** To assist with the facilites service within County Hall. | | | | | |
| **Resources** | Staff | None | | | |
| Finance | | None | | | |
| Physical | | Cleaning tools and equipment | | | |
| Clients | | All building users, Members and Senior Officers and members of the public | | | |
| **Duties and key result areas:** carried out in accordance with the specification for Building Cleaning Services and the Cleaning Operations Manual, individually or as part of a team, these include, but are not restricted to:-   1. General cleaning tasks as directed. 2. Empty litter bins and remove rubbish. 3. Refilling consumables. 4. Safe use of cleaning equipment. 5. Ensure compliance with Health and Safety legislation and County Council policies in all aspects but especially when using materials, tools and equipment. 6. Help provide support in kitchen/restaurant when required. 7. Assist with the setup of meeting rooms when required. 8. Assist with office moves. 9. Assist the Facilities team with a variety of tasks throughout County Hall 10. Attend training sessions as and when required. 11. May be required to carry out other duties appropriate to the nature, level and grade of the post. | | | | | |
| **Work Arrangements** | | | | | |
| Transport requirements:  Working patterns: | | None  Determined by designated area, usage of materials, tools and equipment and contract of employment. | | | |

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**PERSON SPECIFICATION**

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| **Post Title:** Facilities Assistant | **Director/Service/Sector:** Facilities Management | Ref: 1268 | |
| **Essential** | **Desirable** | | **Assess**  **by** |
| **Qualifications and Knowledge** | | | |
| Basic knowledge of cleaning practices  Manual Handling  General Health and Safety awareness | Some knowledge of the range of tasks together with the operation of associated tools and equipment.  Basic Food hygiene certificate | |  |
| **Experience** | | | |
| Cleaning experience in a similar environment  Opening and locking buildings | Some experience in a building cleaning environment. | |  |
| **Skills and competencies** | | | |
| Able to understand and follow straightforward spoken and written instructions.  Able to keep basic work records.  Strength, dexterity and co-ordination to use a range of cleaning tools and equipment.  Customer service skills  Listens, consults others and communicates clearly.  Reliable and keeps good time. | Knowledge of basic food hygiene | |  |
| **Physical, mental, emotional and environmental demands** | | | |
| Regular need to lift and carry items of moderate weight.  Maintain an awareness of surroundings and safe working methods.  Limited contact with, or work for, others leading to few emotional demands.  Normally indoors with some exposure to unpleasant conditions such as toilet areas. |  | |  |
| **Motivation** | | | |
| Appropriately follows instructions to achieve set objectives.  Committed to the provision of quality services to achieving customer satisfaction.  Adapts to change by adopting a flexible and cooperative attitude.  Supportive and adapts to team working.  Demonstrates integrity and upholds values and principles.  Promotes equal opportunities and anti-oppressive practice in all aspects of work.  A willingness to undertake job related training. |  | |  |
| **Other** | | | |
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Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits