



DIRECTORATE: Environment and Regeneration

DIVISION: Facility Services

POST TITLE: Facility Officer / Assistant - with Security AA817 (D164)

EVALUATION: 374 Points **GRADE:** N3

RESPONSIBLE TO: Service Manager

RESPONSIBLE FOR: N/A

JOB PURPOSE: To provide support for and undertake facility and ancillary services and related duties within the facility to ensure the building is fit for purpose.

MAIN DUTIES: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To carry out the various policies and procedures associated with the operation of the facility. Specifically those relating to security and access and health and safety.
2. To ensure that the premises are cleaned in accordance with agreed procedures, standards and methods.
3. To undertake the clearance of snow from all accessible areas and to grit as necessary. To litter pick in accordance with agreed procedures.
4. To undertake the procurement and ordering of associated stocks and supplies ensuring that there are adequate levels at all times. Taking delivery and arranging for the storage of materials, stores and other goods.
5. To carry out portage duties as required including the co-ordination of the removal and placement of furniture and equipment.
6. To ensure the delivery of services in accordance with customer service standards, policies and procedures, including the City Council Customer Services Charter.
7. To promote and implement the Council's Equality Policy in all aspects of Employment and service delivery.
8. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.