

Job Title	Facilities Assistant
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Job Purpose	To assist in the smooth, effective and efficient running of Bryntirion and Laleston Community Centre and associated services.
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General Duties

1. To be flexible in the shift routine, to help cover evenings and weekend bookings.
2. To be the first point of contact for community centre visitors and hirers whilst on site.
3. To set up meeting rooms as per the hirer's specifications. This may involve manual handling such as lifting/moving/setting up/packing away tables and chairs.
4. To be responsible for the opening and closing of the community centre.
5. To be responsible for the security of the premises, ensuring that windows are closed, doors locked, alarm is set and roller shutters are down at the end of a booking.
6. To be responsible for the opening and locking of gates morning and evening.
7. To be responsible for regular inspections of all rooms, ensuring they are presentable, clean and tidy and good housekeeping is maintained at all times.
8. To undertake such duties and responsibilities as necessary in the absence of the Facilities Officer.
9. To work alongside the Facilities Officer in delivering weekly, monthly, and biannual facilities tasks and associated responsibilities.
10. To work alongside the Facilities Officer in attending and supporting with council events.
11. To maintain a professional and friendly service to all customers and users of the centre and to build good relations with the local community.
12. To ensure that the Council's obligations in respect to Health and Safety and Risk Assessments are observed.
13. Other duties as the Council may require from time to time.