

**JOB DESCRIPTION: FACILITIES OPERATIVE (PART-TIME)**

**Reports to:** Town Clerk and Assistant Town Clerk/RFO.

**JOB OUTLINE:** To carry out such duties as may be necessary to maintain a high level of cleanliness, hygiene and security whilst ensuring the building and grounds are ready for each booking (Monday to Sunday inclusive).

**DUTIES TO INCLUDE:**

- To be responsible for keeping the building and grounds cleaned and ready for bookings.
- To be responsible for unlocking/locking and securing the building and any required car parking facilities for each booking.
- To report any breakages or problems to the administration office, using the appropriate form, as soon as possible.
- To have full knowledge and understanding of the Conditions of Hire and to ensure these are upheld by users of the facility.
- To collect details of bookings for the forthcoming week from the administration office on a Thursday.
- To give advance notice to the administration office of any cleaning materials or equipment that are required.
- To change any accessible light bulbs and undertake minor repairs and maintenance of the facility and grounds to ensure that health and safety standards are maintained at all times.
- To keep an inventory of the contents of the hall.
- To provide readings and building information to the administration office on a periodic basis.
- To undertake additional “deep cleans” of the facility during low usage periods (school holidays etc)
- To ensure customer services remain at a high standard both during bookings and when meeting prospective facilities users viewing the building.
- To cover additional hours across any of the Town Councils facilities within the Town of Swanscombe and Greenhithe.
- Any other duties as may be required.