

Facilities Assistant Job Description - St John's House (SJH)

Team:	Operations Responsible to: Facilities Manager Other key working relationships: SJH Community Hosts, National Office staff, SJH community, guests, and hiring organisations.
Summary of role:	To ensure that the whole of St John's House is a welcoming place to both guests, staff, and residents and that all areas of facilities and hospitality are presenting an excellent service.
Role:	Responsibilities include: <p>Events preparation and clean up -</p> <ul style="list-style-type: none"> • Working with the Facilities Manager and SJH Community Hosts on scheduling facilities support for guest hospitality and events • Preparation of facilities in support of meetings and events, such as furniture layout, cleaning, catering and signage for special security or car parking arrangements, • Events hosting to include making refreshments and clearing up • Working as part of the wider team at SJH in preparation and hosting. <p>Catering -</p> <ul style="list-style-type: none"> • Assisting with catering requirements across SJH for day and overnight guests and the staff kitchen. <p>Hospitality -</p> <ul style="list-style-type: none"> • Ensuring that guest bedrooms and bathrooms are prepared in advance of arrivals and cleaned and prepared after departure for the next guests. • Ensuring all used linens are washed and prepared. <p>Cleaning –</p> <ul style="list-style-type: none"> • Ensuring that all areas of St John's House are cleaned on a regular rota basis, • Monitoring cleaning materials to ensure sufficient supplies are always in place. • Ensuring cleaning materials are stored safely and in line with COSHH guidelines. <p>Handyperson -</p> <ul style="list-style-type: none"> • Light DIY jobs around the site (as skills allow) <p>Health & Safety -</p> <ul style="list-style-type: none"> • Undertake health and safety training for supporting events when running at SJH. • Act as Fire Warden (as part of a team) • Act as First Aider (as part of a team) <p>Other -</p> <ul style="list-style-type: none"> • Attend and participate in Christian worship on a regular basis and will be asked to lead/help lead prayers. • Participate in the Continuous Staff Appraisal (CSR) process, agreeing and reviewing objectives in agreement with the Line Manager. • Represent Interserve to external and internal contacts. • Accept any such tasks in line with the above core activities which may from time to time be required to further the work of Interserve.