

Role Profile

Post Title:	Facilities Assistant
Grade:	Living Wage
Date Created:	9th June 2020

ROLE DEFINITION

To undertake a variety of tasks which may include the cleaning of designated areas, assisting in the provision of a quality catering service and school crossing patrol. May also be responsible for buildings by ensuring they are prepared for pupils and staff, securing at the end of the day and maintaining the grounds to clean and safe standards.

KEY TASKS AND RESPONSIBILITIES

Corporate Responsibilities

- Undertake individual role in line with the Council's Strategic Priorities and in compliance with the Council's corporate policies and procedures.
- Undertake any other reasonably required duties as instructed by Management or someone acting on their behalf, in addition to the role specific tasks & responsibilities detailed below.

Role Specific Tasks & Responsibilities

- ***Catering environment duties will include:***
 - o Preparing and serving food and beverages whilst operating within Food Safety and Nutrition guidelines
 - o General catering and specific cleaning duties
 - o Cash handling / till operation
- ***Janitorial / Cleaning environment duties will include:***
 - o Cleaning, sweeping, vacuuming, laundry, emptying of bins, polishing / damp wiping and spray cleaning in designated areas (which include washroom facilities) ensuring they are kept in a clean and hygienic condition.
 - o Set / unset alarm ensuring security of premise and all areas are safe for use, reporting any larger repairs when required.



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- o Operate and test fire & intruder alarms including carrying out and recording fire drills and ensuring fire equipment is maintained.
 - o Carry out minor repairs
 - o Portage of equipment and materials within the premises, arranging desks and furniture to suit needs of teaching purposes.
- ***School Crossing Patroller duties will include:***
 - o Escort individuals across roads in a safe manner whilst being mindful of vehicle stopping distances
 - o Utilise equipment provided including wearing the appropriate uniform whilst on duty.



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ESSENTIAL / DESIRABLE CRITERIA

	Essential	Desirable	Evidence
Education and Qualifications	•	• Elementary / Intermediate REHIS, or equivalent • Elementary Food & Health, or equivalent	• Application Form • Interview
Experience	•	• Working in a catering, cleaning or janitorial operation	• Application Form • References • Interview
Specialist Knowledge	•	• HACCP (Food Safety) • Nutrition knowledge • Health & Safety knowledge	• Application Form • Interview • Pre/Post-Interview Check (if appropriate)
Skills and Abilities	• Ability to work on own initiative • Ability to work to deadlines	• Customer Care experience • Manual Handling awareness	• Application Form • References • Interview
Other	• Ability to undertake training as required • Required to join the PVG Scheme for this type of regulated work	•	• Application Form • Interview • Pre/Post-Interview Check (if appropriate)

Please be aware that the successful candidate must be able to travel throughout North Ayrshire (own car/public transport/pool cars etc) for work purposes, meetings, training courses etc.



OUR STAFF VALUES & BEHAVIOURS

Value	Behaviours
<u>Focus</u> we put our customers first we understand the bigger picture	• Provide excellent customer services • Meet and, where possible, exceed the expectations of internal and external customers • Understand the performance levels and standards required within our own role and strive to achieve and, where possible, exceed these • Know how the work we do fits into the overall performance of the Council
<u>Passion</u> we take pride in the jobs we do we are ambitious for our community	• Take ownership of our own actions and performance • Reflect on the work we do and consider how it could be improved • Have a positive impact on the lives of our customers and their communities • Push the boundaries to help our customers and communities realise their potential
<u>Inspiration</u> we all look for better ways to deliver our services we achieve the best results by working together	• Find new ways to deliver improvements, efficiencies and value for money • Embrace change with enthusiasm and creative ideas • Work together and creatively produce the best outcomes for our customers and communities • Plan all activities with the end goal in mind

