

BELVEDERE COMMUNITY FORUM

FACILITIES and SITE SUPERVISOR

Belvedere Community Forum is a non-political charity based in the Belvedere area of the London Borough of Bexley. The aim of the Forum is to give local residents and businesses a voice on issues which may affect the local area in which they live and work. The Forum also holds a number of events throughout the year to promote social cohesion in the community.

Since October 2014, the Forum has also been responsible for the running and management of the Belvedere Community Centre. The Centre offers a variety of affordable activities for local residents and is used by over 500 people. The Forum supports local regeneration and office space is provided for local charities and other agencies at the Centre. Local faith groups carry out their services and classes at the Centre.

An opportunity has arisen for a Facilities and Site Supervisor to assist with the day to day smooth running of the Community Centre.

**Post Title: Facilities and Site Supervisor**

**Hours: 30 hours per week**

**Location: Belvedere Community Centre, Mitchell Close, Belvedere Kent DA17 6AA**

**Salary: £9.00 per hour**

**JOB DESCRIPTION:**

* To assist with carrying out minor repairs to preserve the maintenance and appearance of the premises, furniture and equipment.
* To report major repairs or defects on the premises directly to the appropriate section with follow up requisitions and orders as required.
* Manage building/ground maintenance inspections.
* Manage Condition Survey.
* Manage implementation of capital projects.
* Manage ordering of cleaning supplies etc.
* To assist with the receipt, safe storage and economical use of all supplies and materials.
* To manage all Health and Safety checks including Fire Safety, PAT Testing, Food Safety procedures and take appropriate action.
* To respond appropriately to routine enquiries from community groups or the general public whether by telephone, electronic means or in person.
* Dealing with booking requests and customer enquiries (overseen by the Booking and Finance Assistant).
* To issue receipts for booking money and collect and keep secure all cash received. To prepare and lodge monies as required and comply with the centre policy on handling money.
* To act as key holder responsible for opening and closing of the centre when required.
* To have oversight and responsibility for cleaning of the building to ensure that all areas of the centre are kept in a clean and hygienic condition, including removal of litter, preparation, cleaning and dusting of all floor and wall surfaces, equipment and furniture, with particular attention to hygienic requirements in kitchen and toilet areas. To manage cleaning schedules.
* To set out equipment and furniture as required for booking and to take all reasonable steps to ensure that equipment and furniture is properly cared for and the risk of damage or theft is minimised.
* To manage centre storage and cupboards.
* To manage volunteers where necessary.
* Carry out any other necessary task as directed by the Board or Governance Manager

**PERSON SPECIFICATION:**

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| **REQUIREMENT** | **ESSENTIAL OR DESIRABLE?** |
| **Qualifications/Education/Training:**   * Health and Safety * First Aid Certificate | Desirable  Desirable |
| **Skills & Competencies**   * Good working knowledge of email, Microsoft Word, Excel, web sites etc * Applicants must be able to demonstrate by providing personal and specific examples, evidence of each of the following which may be tested at interview: * Team working Skills * The ability to work as a member of a team and on their own initiative. * The ability to demonstrate a sound awareness of customer care procedures, and respond appropriately to the needs of internal and external customers. * Communication and Interpersonal skills Effective communication and interpersonal skills and the ability to provide information and advice to members of the general public. * Decision making Skills. The ability to make decisions about individual working. * Health and Safety Awareness Skills. An understanding of the health and safety responsibilities of the post to ensure the safety of other employees and members of the public. * Ability to prioritise tasks * Experience of working in a similar role * Experience of supervising of volunteers | Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Desirable  Desirable |
| **Personal Attributes:**   * Customer-focused * Good inter-personal skills * Ability to use own initiative * Willing to work as part of a team when required * Friendly and engaging when dealing with others * Ability to engage with people from a diverse range of backgrounds and capabilities (age, ethnicity, gender, disability etc) | Essential  Essential  Essential  Essential  Essential  Essential |

**The post is subject to satisfactory references, enhances DBS check and 6 months probationary period**