

Job Title:	Facilities Assistant
Hours:	30 hours per week
Accountability:	The Facilities Assistant reports to the General Manager
Job Purpose:	To ensure the delivery and implementation of high-quality support to both Housing & Maintenance Departments in accordance with current and regularly reviewed excellent practice. Sites include Parkside Road RG30 2DD & Padworth Activity Centre RG7 4QT
Primary Tasks:	<ol style="list-style-type: none"> 1. To ensure that on commencement of the shift a full building and grounds inspection is undertaken to identify health and safety issues, requirements of the general upkeep of the building and any potential issues that young people may raise. 2. To be able to travel between sites as and when required. 3. To assist the Housing Department in terms of void turnaround, clearing room, decorating, cleaning and ensuring void turnaround times are in line with procedures this will involve the use of chemicals under COSHH. 4. To stocktake for site departments including Maintenance and Housekeeping, & preparing orders 5. To assist Housekeeping with wet vacuuming carpets annually for the sites 6. To assist the Maintenance Department with task required on the grounds, this will include grass cutting, hedge trimming, hard standing clearing, jet washing & general maintenance works with use of power tools. 7. To assist the Maintenance Team with health & safety checks of the site, fire alarm testing, water flush, water temperature, emergency lights etc. 8. To support the Housing Team with reception, cover at least one weekend per month where lone working may be carried out. 9. To ensure that site records are accurate and up to date 10. To carry out checks on site equipment, cleaning and maintaining each item. 11. To support with setting up and packing away equipment for site events 12. To shadow contractors on site where they present to carry our planned or emergency works. 13. To undergo & complete all training provided by YMCA Reading 14. Adhere to YMCA Reading's policies and procedures with regards to your own job role and when dealing with the young people. 15. To participate in the Association's Continuing Professional Development Programme.
Additional Regular Tasks:	<ol style="list-style-type: none"> 1. To undertake other duties and tasks as deemed appropriate and assigned by the General Manager to ensure the smooth running of YMCA Reading sites. 2. Where necessary and appropriate to attend YMCA staff and other approved training\meetings. 3. To cover Reception duties during absence and holidays.

Additional Ad-hoc Tasks:	<ol style="list-style-type: none"> 1. Produce reports as required under your admin duties. 2. Receive deliveries when other staff are not available. Ensure that delivery notes are signed as follows "Contents received unchecked" and place in the individual's drawer or on their desk.
Required:	<p>Driving licence Basic IT skills</p>
Skills Required:	<ol style="list-style-type: none"> 1. Ability to use your own initiative and administer your own work 2. Ability to work weekends & evenings 3. Good communication skills verbal and written 4. An understanding of and an ability to adhere to professional boundaries 5. Ability to deal with sometimes difficult behavioural situations 6. An understanding of Safeguarding for children and adults
Experience Required:	<ol style="list-style-type: none"> 1. Experience of working in similar field & or maintenance work
Other:	<ul style="list-style-type: none"> • A commitment to the Aims and Purposes of the YMCA Movement.
<p>I have received a copy of this job description. I understand that my job description may change from time to time depending on the organisational and departmental needs. Any changes will be discussed with me prior to implementation, and I will be issued with a revised job description.</p> <p>Sign..... Print Name..... Date.....</p>	