

FACILITIES ASSISTANT - JOB DESCRIPTION

Start Date	Ideally 21st July 2022
Location	Riverside Vineyard Church The Vineyard Centre, Air Park Way, Feltham, Middlesex, TW13 7LX
Department	Facilities
Reports to	Jonathan Wileman – Facilities Administrator
Pay	To be agreed
Hours of work	Part time - 2 or 3 days 15 to 20 hours pw.

PURPOSE

We're looking for a great Facilities Assistant to be part of the team that ensures a great welcome to all who come into our facilities. The Facilities Assistant will efficiently and effectively care for and assist in maintaining the facilities and properties of Riverside Vineyard so they are a safe and welcoming environment to our church family, to those in the community that we serve, and external events & meetings that we host. This part-time position (15 - 20hrs per week) is based in Feltham, and reports to the Facilities Administrator. If you're good with your hands & resourceful, we'd love to hear from you!

RESPONSIBILITIES & DUTIES

- Help to maintain the Cleanliness of the Church premises, equipments and grounds
- Observation and compliance of all Health & Safety rules at work being security minded
- Being trained as a key holder, with responsibility for locking up and setting alarms when required
- Assisting Ministries and Room booking requirements with moving / setting up/down of Tables & chairs, flipcharts, Projectors or other venue tasks that might include tidying, cleaning, emptying bins etc.
- Hosting some events/bookings.
- Carry out handyman chores like repairs, renewing parts, redecoration, weeding etc.
- Assist and prepare for contractors for maintenance requirements.
- Programing the Heating system accordingly to rooms usage
- Perform certain checks on systems and record readings of some equipment such as Fridges.
- Restocking supplies as required (toilet paper, paper towels, bin liners)
- Requesting re-ordering of cleaning products and supplies when required
- Taking in deliveries.
- Listing job requirements
- Keeping strictly private and confidential any personal and/or sensitive information which you may come across during the course of your work

- Any other duties as required

Other requirements

- Able to carry our church's culture of Christian values & practices, in all aspects of the role including interactions with contractors, church centre visitors, church volunteers, members and staff team
- Able to play a full role in the Christian practices of the team, e.g. prayer & worship times
- Able to comply with our operating policies/procedures
- As part of our growing, missional church community, to contribute to the effective running and development of Riverside Vineyard Church
- To demonstrate a clear, personal commitment to the Christian faith*
- Undertake any training or personal development as required
- Any other duties reasonably requested by your Line Manager

KEY FACTORS

Knowledge, Skills, Experience:

- Proven organisational ability
- Excellent numeracy and literacy and communication skills
- Proficiency in MS Office, Google Drive, email and Internet usage
- Able to prioritise a busy workload and use own initiative
- Ability to work as part of a team
- Available to work unsocial hours following events (desirable, not essential)

*The genuine occupational requirement for this post is implemented under the Employment Equality (Religion and Belief) Regulations 2013

Any offer for services will be subject to two satisfactory references being obtained.