



JOB DESCRIPTION

FACILITIES ASSISTANT

We are looking for an individual to oversee and supervise the hiring of rooms at Morden Baptist Church, alongside fulfilling the cleaning requirements and upkeep of a well-used building.

JOB SUMMARY

The Facilities Assistant should be organised and able to multitask. The Facilities Assistant's main tasks include arranging new and managing existing room hires, and ensuring the facilities are clean. The ideal candidate will have good communication skills, as they will often be the first point of contact with Morden Baptist Church, and be able to demonstrate initiative. They should also be familiar with office software (e.g. MS Office), and competent with online computer systems.

Ultimately, a successful Facilities Assistant should be able to ensure the process of hiring rooms at Morden Baptist Church is smooth and efficient and that the facilities are clean and tidy.

RESPONSIBILITIES

- ⦿ Dealing with room hire enquiries via phone and email
- ⦿ Preparing the necessary paperwork for hirers and arranging contract signing
- ⦿ Arranging access as required
- ⦿ Ensuring rooms are clean and ready for use prior to hire
- ⦿ Invoicing hirers
- ⦿ Following up on late or incomplete payments
- ⦿ Keeping the room hire diary up to date
- ⦿ Carrying out an agreed cleaning schedule of all parts of the building including kitchen, toilets and offices
- ⦿ Monitoring cleaning stock levels and arranging for replenishment as required
- ⦿ Notifying the Operations Manager of occurring deficiencies or needs for repair
- ⦿ Undertaking administrative tasks that relate to the use and maintenance of the building

REQUIREMENTS

- ⦿ Excellent organisational and time-management skills
- ⦿ Good written and oral communication skills
- ⦿ Problem-solving attitude with an eye for detail
- ⦿ High standards regarding cleanliness
- ⦿ An understanding of health and safety law

Hours: 15 hours per week (5-days a week) with a degree of flexibility

Pay: £10.55 per hour (London Living Wage)

Term: Initially 1-year contract (further years subject to funding)

To apply send a CV and covering letter outlining your suitability for this role to:
Operations Manager, Morden Baptist Church, Crown Lane, Morden SM4 5BL

or email: mbc@faithinmorden.com

Closing date for applications: Friday 22 November | Interviews week beginning Monday 2 December