



Job Description

Post Title: Facilities Assistant

Location: The Pearce Institute - 840-860 Govan Road, Glasgow

Hours of Work: Flexible Bank Staff

General

The purpose of all staff employed by The PI is to promote and serve the vision, values and aims of the organisation. The PI operates to provide a high quality community facility to meet the needs of local residents and customers; flexibility by staff is essential.

Specific

The specific purpose of a Facilities Assistant is to prepare rooms/halls for use and to undertake cleaning tasks within The Pearce Institute. To welcome customers with a warm and friendly manner, attending to their enquiries on the phone and in person ensuring their needs are met.

Performance

The Facilities Assistant must comply within expectations and requirements of the role as outlined in the Job Description and as directed by the management.

The main tasks of the post are:

- To prepare, service and clean rooms to meet the needs and requirements of customers of The Pearce Institute.
- To undertake housekeeping duties as required. This will include cleaning any spillages or damages caused in the use of facilities of The Pearce Institute.
- To cover reception as required, to welcome customers and to attend to their enquiries on the phone and in person.
- Implement security procedures and carry out regular patrols of the building to prevent any incidents of anti-social behaviour vandalism or theft.
- Assist in the marketing of The Pearce Institute through distribution of leaflets, flyers on the activities and services within The Pearce Institute.
- Wear and use protective clothing and equipment provided under Health & Safety.
- Attend appropriate training as agreed with management.
- Carry out any additional duties to improve The Pearce Institute's service as specified by the management.

Remuneration

The Facilities Assistant will be paid in accordance with the Glasgow Living Wage (£9.50p/h) with additional unsocial hours payments.