

We exist to love God, love people and see lives and communities transformed.



KING'S CHURCH MID-SUSSEX JOB DESCRIPTION

ROLE DETAILS			
Job Title:	Premises Assistant	Date	14.06.2022
Reports to:	Facilities Manager	Working Hours	Monday to Friday 6.30am-10.30am
Responsible For:	Facilities		
Salary	£11,440		

Job Purpose:	Assist The Kings Centre Management with the preparation of the centre for users at the beginning of each day.
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KEY DUTIES AND RESPONSIBILITIES	
Cleaning	<ul style="list-style-type: none"> • Cleaning, stocking and supplying designated centre areas • Performing and documenting routine inspection and maintenance activities • Carrying out heavy cleaning tasks and special projects as required
Premises	<ul style="list-style-type: none"> • Unlocking the building and de-activating the intruder alarm • Setting up and packing down rooms including moving furniture and chairs • Setting up and packing down of audio visual equipment for which full training will be given • Setting up and packing down of hot beverage making equipment for which full training will be given • Notify management of occurring deficiencies or needs for repairs
Additional Requirement	<ul style="list-style-type: none"> • Ability to work additional hours and Saturdays occasionally by agreement with line manager. • Follow all Health and Safety regulations.

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Personal Characteristics required for the role	
Quality	Description
Physical Skills	<ul style="list-style-type: none">• Physically fit and able to move furniture on a daily basis• Ability to handle heavy cleaning equipment and machinery
Communication Skills	<ul style="list-style-type: none">• Excellent verbal communication skills for working with diverse Centre users and King's staff members
Organisational Skills	<ul style="list-style-type: none">• Organised and thorough• Excellent attention to detail• Sees projects through to completion• Excellent time keeping
Personal integrity	<ul style="list-style-type: none">• Resilient• Hard working• Reliable

To apply, or for more information about the role, please email tim.goodenough@tkc.org.uk a covering letter and a copy of your C.V.