

JOB DESCRIPTION

POST TITLE: Resources Assistant

DIVISION/UNIT: Facilities Services

GRADE: 2

RESPONSIBLE TO: Cluster Supervisor/Assistant Facilities Manager

RESPONSIBLE FOR: N/A

Job Purpose

To assist in the provision of an efficient, responsive, supportive and courteous service to building users, including security and safety aspects, caretaking and routine minor maintenance at a designated location. This may include opening and closing of buildings.

Main Duties and Responsibilities:

Values

1. Ensure that Safe Working Practices are adhered to, in accordance with Health and Safety Legislation and Tayside Contracts' Occupational Health and Safety Policy.
2. Uphold and embrace Tayside Contracts vision and values by working in partnership with internal colleagues, external clients and other stakeholders to deliver an efficient and effective service.
3. Treat all individuals with dignity and respect and support Tayside Contracts' Equality and Diversity Policy.

Facilities Services

4. Check centre programmes and RA/FA Diary daily to assist in delivery of a high quality, responsive and supportive service to building users.
5. Ensure the security of the premises and contents, with due regard for the health and safety of persons using, entering and leaving the premises, as required, when on duty.
6. Undertake minor maintenance/repair works, including operation of equipment, graffiti removal and touching up paintwork.
7. Undertake emergency cleaning duties within the building and grounds, as required.
8. Provide assistance to visiting contractors as required, ensuring they sign in and out of the building using the appropriate property registers and fire log.
9. Ensure that surrounding grounds and car parks are kept tidy and free of hazards and ensure safe pedestrian access to buildings at all times, including in snowy or icy conditions, as required.

10. Undertake portage and handyperson duties, including loading, unloading and distribution of materials and moving and arranging furniture/equipment, as required.
11. Replace light bulbs, tubes, florescent starters and electrical fuses up to 13 amps.
12. Demonstrate good energy conservation by switching off all lights etc. where appropriate.

Community Centre Posts

13. Assist people with disabilities to enter and egress the building as required.
14. Operate and test the intruder alarm, fire detection systems and assist in fire evacuation protocol and check fire suppressant equipment, undertake fire steward duties as required. Ensure that CCTV is operational and recording.
15. Follow agreed procedures for the monitoring of lighting, heating, cleaning and building services, to ensure that operational requirements are met.
16. In times of administration staff shortages cover reception when requested where possible.
17. Ensure that all arrangements for functions, meetings and exhibitions, including the erection and dismantling of materials and equipment including microphone, video and loop systems, provision of refreshments, routine cleaning etc. are carried out efficiently and effectively, as required.
18. Serve light refreshments/snacks, filling urns, delivering refreshments on a trolley, tidying afterwards and returning urn etc. back to kitchen area.
19. Carry out relief duties, when requested, at any other Communities Department locations. Replenish paper towels, soap and toilet tissues, etc, if required.
20. Ensure that all electrical equipment used by visitors complies with the Letting Document criteria and is in a safe working order and has been portable appliance tested (PAT) certified.
21. Ensure that all electrical equipment used by staff is in a safe working condition and has been portable appliance tested (PAT) certified.

Greenfield Academy Posts

22. Operate intruder alarms when opening and closing the building, assist in fire evacuation protocols undertaking fire steward duties as required. Ensure that CCTV is operational and recording.
23. Prepare indoor and outdoor areas which includes sports equipment for lets and furniture set up for events and meetings.
24. Ensure the building is locked and secure by closing all windows and doors at the end of each working day.

NOTE

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

Working Environment	Physical Coordination	Physical Effort	Mental Skills	Concentration	Communication Skills	Dealing with Relationships	Responsibility For Employees	Responsibility for Service to Others	Responsibility for Financial Resources	Responsibility . For Physical & Info	Initiative & Independence	Knowledge
1	2	4	1	1	1	1	1	2	1	3	2	2