



JOB DESCRIPTION

Job Title: Weekend Premises Assistant (Bank Staff)

Responsible to: Head of Operations

Responsible for: To ensure the safe and efficient opening, closing, and basic upkeep of the community centre during weekend hours. The postholder will act as the responsible key holder and support the smooth running of the facility for all users.

Hours: As required on weekends and occasional weekday evenings (bank/casual hours). Will include Sunday mornings on a rota basis.

Salary £13.85 per hour

Location: Based at Belvedere Community Centre, Mitchell Close DA17 6AA

Main Duties and Responsibilities:

Opening & Closing Duties

- Open the community centre at agreed times.
- Close the Centre at the end of the session, locking all internal and external doors.
- Set and deactivate the building alarm system in accordance with procedures.
- Conduct end-of-day checks to ensure the building is secure.

Facilities & Cleaning Support

- Move, set up, and pack away furniture and equipment as required by bookings.
- Carry out light cleaning duties, including wiping surfaces, sweeping floors, and tidying shared spaces.
- Check toilet facilities, clean if required, and replenish toilet rolls, soap, and other consumables.
- Empty internal and external bins as needed.
- Ensure all areas are clean, safe, and presentable for users.

Health, Safety & Security

- Monitor the building for any maintenance issues and report concerns promptly.

- Ensure safe access for visitors and hirers.
- Adhere to all safeguarding and health & safety procedures.

Customer Service

- Provide a welcoming presence for community centre users.
- Offer basic support to hirers, such as showing them to rooms or explaining equipment use.

Person Specification:

	Essential	Desirable
Reliable, punctual, and able to work independently	Y	
Physically able to move furniture and carry out light cleaning.	Y	
Responsible and trustworthy, with the ability to securely manage keys and alarm systems.	Y	
Good communication skills and a friendly manner.	Y	
The ability to acquire an understanding of and a willingness to work within Age UK Bexley Policies and Procedures	Y	
Local resident or lives near to the community centre		Y
Previous experience in caretaking, cleaning, or facilities support.		Y
Knowledge of basic health and safety procedures		Y