



JOB DESCRIPTION

Job Title:	Premises Assistant
Responsible to:	Head of Operations
Responsible for:	To support the safe, efficient, and welcoming operation of the Community Centre and Cafe To provide occasional cover for the Facilities Assistant during holidays or absences.
Hours:	25 hours per week, worked over 5 days per week (including 3 hours on a Sunday, every other week)
Salary	£18,005 per annum for 25 hours per week (£25,927 FTE)
Location:	Belvedere Community Centre, Mitchell Close, Belvedere DA17 6AA

Key Responsibilities:

Premises & Facilities Management

- Set up and move furniture and equipment for meetings, classes, and events.
- Carry out routine Legionella preventative testing in line with centre procedures.
- Conduct and record weekly fire alarm tests and report any issues promptly.
- Perform general building checks and report maintenance needs to the Head of Operations.
- Conduct and record emergency lighting tests and report any issues promptly
- Provide cleaning support when required, including communal areas, toilets, and event spaces.
- Replenish consumables such as toilet rolls, paper towels, soap, and cleaning supplies.
- Assist with waste management, including emptying bins, recycling duties, and ensuring proper disposal procedures.
- Open up and close/lock up the Centre and set the alarm when required, ensuring that lights and radiators are turned off, fire doors are closed and locked and shutters are closed.

Grounds & External Areas

- Ensure the grounds are clean and to a safe standard.
- Keep car park, paths, and entrances free from leaves, litter, and debris.
- Support with basic gardening or grounds maintenance tasks as required.

Kitchen & Café Support

- Assist the kitchen team with basic food preparation, washing up, and maintaining cleanliness.

- Provide regular café cover on a Wednesday and Thursday, including cooking and preparing food, serving customers, drink preparation, and following hygiene procedures.
- Taking payments via cash and card machine.
- Support event catering, including setting up buffet areas, serving, and clearing away.
- Provide cover during the absence of the Kitchen Manager, ensuring continuity of kitchen operations within the scope of the role.

Additional Duties

- Provide holiday or sickness cover for the Facilities Assistant as directed (this will include some evening cover).
- Follow all health, safety, and safeguarding procedures consistently.
- Provide staff cover on Sundays for approximately 3 hours every other week, on a rota basis with other staff.
- Provide occasional evening and weekend cover at other times as required.
- Carry out any other reasonable duties requested by the Head of Operations to support the smooth running of the centre.

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	
Ability to perform manual handling tasks (e.g., moving furniture and equipment).	Y	
Basic understanding of health & safety and willingness to undertake relevant training.	Y	
Responsible and trustworthy, with the ability to securely manage keys.	Y	
Good communication and team work skills and a friendly manner.	Y	
Flexible and willing to support a variety of tasks.	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
Knowledge of Legionella monitoring procedures (training can be provided).		Y
Level 2 food hygiene certificate (or willingness to obtain).		Y
Knowledge of basic health and safety procedures		Y
Experience working in a community, charity, or public-facing environment		Y