



## Premises Care Officer

### Introduction

The St Clement's Parish Property Trust (PPT) is a small charity established to generate income to support the "spiritual, intellectual, moral or social wants" of the parishioners of St Clement's Parish in East Oxford.

Its mission statement is: *To offer a visible practical expression of Jesus' presence in the local community.* Its vision is: *to see a flourishing, hospitable local community, attentive to the least, the lost and lonely.* The Trust's values, inspired by the example of Jesus Christ, are: *to be generous, hospitable, servant-hearted, visible and accessible, and in all things to work to build community for now and the future.*

The Trust owns three properties: The St Clement's Centre on Cross Street, The Old Mission Hall Building on St Clement's Street and 12A Morrell Avenue. Another key asset is the car park at the St Clement's Centre. The building portfolio currently provides a mix of residential and commercial accommodation, spaces which are hired out for community and private activities, including activities run by St Clement's Church, and desk space for local charities. Whilst not part of the Trust, it is an important role of the buildings to support the mission and work of St Clement's Church.

### The Team

The Premises Care Officer will be a member of the staff team who work closely together to support the vision and mission of the Trust. The PPT Team, led by the General Manager who reports to the Trustees, is made up of the Hospitality and Admin Officer, who is responsible for the bookings and admin support, and the Premises Care Officer. The post holder is responsible to the General Manager for her/his day to day work. The PPT Team members support each other in their various duties and responsibilities. In this post, the Premises Care Officer is also part of the wider St Clement's church staff team.

### Purpose of role

To ensure that the properties provide a welcoming, safe and clean environment for its users.

### Duties and Responsibilities

#### *Facilities management*

- To ensure that the premises are in a state to ensure that the users have a positive and welcoming experience and to work with the Hospitality and Admin Officer in respect of specific requirements that hirers may have. Any concerns with regard to how users are using the building are to be brought to the attention of the team.
- To carry out regular checks of the hiring spaces to see that they have been left in a satisfactory condition and that they are ready for future hirers' use.
- To be responsible for the management of any cleaning staff and for the organisation of contract cleaners.

- Through the monitoring of cleaners, ensure that the designated areas are kept clean and neat and that there is a regular cleaning programme in operation. This includes, but not limited to:
  - Washing and polishing, where appropriate, all hard floor surfaces
  - Vacuuming carpeted areas
  - Wiping, polishing, dusting of surfaces
  - Spot cleaning of spillages
  - Emptying and cleaning of bins
  - Cleaning of toilet facilities
  - Cleaning of windows
  - Cleaning of light fittings

To the extent that there is a need for emergency cleaning to be done outside the cleaning staff hours, to clean up where necessary.

- To keep the refuse areas (internal and external) tidy and operating effectively and when required, organised for items to be disposed of or recycled. Arrange for regular cleaning of bins.
- To oversee the storage spaces of the premises, to make sure that items are stored sensibly and safely, and where appropriate, liaise with the Hospitality and Bookings Officer in respect of hirers' storage space.
- To manage the lost property found at the premises
- To ensure that all lights and heating are working effectively
- To read the gas, electric and water meters as required
- To monitor and set heating controls and boilers as needed.

#### ***Maintenance***

- To ensure that there are planned routine maintenance programmes in place for the premises, to implement these plans and to keep records accordingly.
- To be alert to any building, furniture, fittings and equipment issues and report them to the General Manager, and, if appropriate, ensure that they are followed up in a timely manner.
- To organise or carry out small routine maintenance works.
- To arrange and oversee appropriate contractors. This may be done in conjunction with the General Manager.
- To maintain a list of contractors who can be called upon in emergencies.

#### ***Tests and inspections***

- To manage the carrying out of tests and inspections by competent contractors of equipment and keeping records of servicing. To ensure that any recommendations are discussed with the General Manager and decisions are followed up in a timely manner.
- To be responsible for ensuring regular tests of fire alarms, emergency lighting and carbon dioxide detectors and keeping appropriate records.
- To ensure that tests and inspections are carried out in accordance with legal requirements and, as appropriate, carry out regular checks and keep records accordingly.

#### ***Health and Safety***

- To have a good understanding of health and safety issues and other regulatory guidelines for building safety.
- To ensure that health and safety measures are in place and, as appropriate, carry out, regular checks.

- To ensure that the kitchens are fit for purpose. This includes managing the safe storage of food on the premises to include regular inspection of the fridges and their contents.
- To ensure that clear passage is maintained on fire escape routes.
- To ensure equipment and supplies are stored safely
- To ensure that first aid kits at the premises are complete and in date.
- To make safe any hazards and ensure that the appropriate area is cornered off.

### ***Security***

- To be responsible for the overall security of the premises, bringing any concerns to the attention of the General Manger.
- To be the main key holder which may result in the post holder being called out at unsociable hours to deal with security problems, emergency repairs or access to contractors.
- To monitor the keys and access to the premises, maintaining a key holder list, and liaising with the Hospitality and Admin Officer in regard to access requirements.
- To monitor and administer the CCTV systems.

### ***Grounds Maintenance***

- To ensure the outside grounds at the premises are regularly attended to so that they are kept tidy, safe and in good order, to include hedge trimming, mowing and weeding.
- As required, to arrange the emergency cleaning, including of human deposits and needles.
- To keep all hard surfaces free of moss and weeds.
- To regularly sweep the areas around the buildings, particularly doorways.
- Pick up litter and debris around the premises as required
- Regular checking and cleaning of guttering
- Keep paths and entrances free of ice and snow.

### ***Procurement***

- To ensure that basic supplies and equipment are available, for example: cleaning materials, toiletries, tea and coffee and mugs, crockery and cutlery.

### ***Projects and Events***

- To assist the General Manager in any large building projects
- To assist with any events which may have a requirement for special access arrangements, or room set up arrangements

### ***General***

- To be a member of the staff team and take part in regular staff meetings.
- To keep the calendar up to date of property related activities and liaise with team about any possible impact on planned or future activities and residents.
- To complete relevant training courses and certificates as requested by the General Manager
- To carry out any other work requested, and deemed appropriate by, the General Manager.
- To work alongside the rest of the team to assist in the development of relationships of groups which support the mission statement.
- To respond to general enquiries, either made in person or by phone, and direct or deal with as necessary.

## **Essential criteria**

- To be supportive of the Christian vision, mission and ethos of the Trust
- To have a friendly, courteous personality and the ability to work as part of a team
- To have the ability to ensure that a large number of tasks are completely diligently and on a regular basis
- To operate to a high standard in terms of care of the premises
- To be flexible and enjoy a varied routine
- To be practical and have a pragmatic approach to situations and to have initiative to find solutions to potential problems
- To be physically fit and capable as there may be some heavy lifting required
- To have the ability to react effectively to one off situations
- To have excellent communication and organisational skills, with significant ability in administration
- To have IT competence to manage electronic calendar, emails, Microsoft Word and Excel.

This position may be subject to an enhanced DBS or DBS criminal records check and requirement to undergo Church of England safer recruiting processes and checks and will require proof that you have permission to work in the United Kingdom.

## **Desirable criteria**

- To have practical skills eg painting, DIY

## **Summary of Key Terms**

The employer is the St Clement's Parish Properties. This post will be a permanent contract. The first six months forms a probationary period, after which 3 months' notice is required on either side.

**Place of work:** St Clement's Centre, Cross Street, Oxford OX4 1DA and those properties from time to time managed by the St Clement's Parish Property.

**Salary:** The basic salary is £10.50 - £11.00 per per hour (depending on experience) payable monthly in arrears.

**Hours of work:** The post is part time 12 hours a week, with hours as agreed with the General Manager to work with the rest of the team, over either three or four days a week. Time of in lieu in respect of any out of hours work, as agreed with the General Manager.

**Holidays:** The post holder is entitled to 79 hours holiday a year (calculated on a pro rata basis by reference to a full-time entitlement of 33 days holiday each year). This is inclusive of any public holidays that would otherwise be a normal working day.

## **How to apply**

The application form can be obtained by emailing [general.manager@stclementspt.org.uk](mailto:general.manager@stclementspt.org.uk).

## **Closing date**

The closing date for applications is 31 March 2020. Interviews are expected to be held at the end of April.