

Building Support Officer



Job Description and Person Specification

Post Title:	Building Support Officer
Hours per week:	16hrs guaranteed minimum (with option to do more)
Working hours:	Flexible and negotiable (Mon-Fri)
Salary:	£11.33 per hour, plus 7% pension contribution (employees must contribute 1% towards the pension) and a wide range of benefits
Location:	Various across Fife (Dunfermline, Kirkcaldy, Glenrothes and Leven - with travel expenses paid between sites)
Reporting to:	Facilities Manager

Main Purpose of Post:

To provide a high quality and reliable cleaning and light maintenance duty service that will ensure Fife Voluntary Action continues to provide a high standard of office and meeting facilities for internal staff, tenants and partner organisations.

Main duties of Post:

1. To ensure that a high level of cleanliness is maintained throughout each of our properties – this includes, for example, vacuuming, emptying waste bins, mopping floors, dusting, cleaning inside of windows, damp wiping surfaces, cleaning toilets etc.
2. To conduct a deep clean across properties on a rota basis
3. Ensure consumable items (for example, soap, toilet rolls and paper towels) are always sufficiently available, and to take appropriate action when such consumables run low
4. To provide building support cover in other offices in the event of holiday, sickness or other absences
5. Ensure meeting rooms are clean, tidy and ready for use
6. Cleaning, tidying and setting up meeting rooms between meetings/events
7. To provide appropriate support to the Facilities Manager as and when required
8. To be able to carry out light reception duties when required
9. To contribute to the healthy and safe operation of the properties and to be aware of responsibilities for Health and Safety issues for themselves and others

This job description does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities required from employees in the role. The organisation reserves the right to require employees to perform other duties from time to time. The organisation also reserves the right to vary or amend the duties and responsibilities of the post-holder at any time according to the needs of the organisation's business.

There is a requirement to work evenings and weekends as necessary in order to ensure appropriate fulfilment of duties.

Person Specification

Essential requirements:

- Experience of providing a cleaning service to a high standard;
- Willingness to adapt; work as part of a team and to help others;
- Good people skills and the ability to deal with a wide range of people;
- Organised and efficient;
- A personal commitment to equal opportunities and organisational excellence;
- Displays honesty, integrity and a strong sense of ethics in all actions and decisions;
- Valid driving licence and access to an appropriate vehicle.

Desirable requirement:

- A health and safety qualification at IOSHH level or equivalent.