



## FACILITIES ASSISTANT

<b>Reports To</b>	Facilities Manager
<b>Salary</b>	£12.71 per hour
<b>Location</b>	Cambridge Central Mosque
<b>Contract</b>	Part Time (20 hours/week)
<b>Start Date</b>	ASAP

### JOB OUTLINE

We are now seeking to hire an Facilities Assistant to join our dynamic hard working and forward-thinking team!

The Facilities Assistant will be responsible for performing various types of functions within the organisation. Duties will include, maintaining the presentation of the mosque to a high standard at all times, setting up, assisting with and clearing away events, building checks including health & safety checks, administration duties, cleaning, small maintenance tasks, customer service to all visitors to the Mosque and a range of other responsibilities.

The work will require commitment to standards, good oral and IT communication with both public and staff and organisational and presentation skills, including the ability to multi-task and work well under pressure. The successful candidate would be charismatic, personable and able to work well both independently and as part of a team. This role is vital in supporting the Facilities Manager in maintaining a Mosque which is a busy place of worship, events space and visitor attraction all rolled into one. The successful candidate will work flexibly and be committed to the aims and ethos of Cambridge Central.



## KEY RESPONSIBILITIES

### General

- To help maintain a high standard of presentation and cleanliness of the facilities ensuring that Cambridge Central Mosque is seen as a gold standard Mosque.
- Carry out recorded and ad hoc checks of the facilities on a daily basis ensuring the high level of presentation is maintained.
- Health & Safety checks – eg first aid supplies, equipment checks, water safety checks
- Presentation checks – ensuring the café, conference, toilet and prayer hall areas are clean and usable at all times.
- Setting up for events such as Jum'a, Nikah's, and other events as per requirements, assisting during events and ensuring pack up of events at the end.
- Maintaining Café supplies for both public and event use.
- Stocktakes of supplies and assisting in ordering from approved suppliers.
- Maintaining stock rooms to ensure ease of use and Health & Safety compliance.
- External areas – carry out maintenance of external areas such as paths, furniture, bike racks and roof gullies.
- Undergo training in areas such as – Manual Handling, Working at Height, Health & Safety training, Food Hygiene etc.
- Carrying out admin tasks such as filing and maintenance of contractor records both using IT and paper methods.
- Carry out Fire alarm tests and other systems checks.
- Cleaning of the Mosque as required to maintain the facility to a high standard.
- Minor maintenance tasks after training such as replacing douche heads and other pieces of equipment.
- Assist where necessary with answering the phone and greeting members of the public into the Mosque.
- Understand security requirements for the Mosque and assist with duties such as car parking and reporting issues.
- Assist with escorting and supervising contractors.
- Any other activities required by the Facilities Manager where training has been given

## PERSONAL SPECIFICATION

- Strong work ethic and motivated to provide a high level of service.
- Excellent Interpersonal skills with colleagues, community members, visitors and external agencies.
- Ability to work well with colleagues but also able to work on their own, show initiative and have a proactive approach.
- Excellent Customer Service skills.
- Well presented.
- Eye for detail in respect to Facilities and customer service matters.
- Ability to prioritise workloads and stay calm under pressure.



## KEY REQUIREMENTS

- Must hold the required right to work in the UK.
- A good basic level of education.
- Commitment to working respectfully with different cultures & diverse backgrounds.
- Ability to use IT systems to maintain records
- Commitment to the aims and ethos of Cambridge Central Mosque

*This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility at the time of writing.*