

**JOB DESCRIPTION – Facilities Support**

|  |  |
| --- | --- |
| **Team:** | **Operations****Responsible to:** SJH Co-Ordinator**Other key working relationships**: SJH Community Hosts, SJH Co-Ordinator, National Office staff, SJH community, guests, and hiring organisations. |
| **Summary of role:** | To ensure that the whole of St John’s House is a welcoming place to both guests, staff, and residents and that all areas of facilities and hospitality are presenting an excellent service. |
| **Role:** | **Events preparation and clean up -** * Liaise with SJH Community Hosts and SJH Co-Ordinator on forthcoming events
* Event preparation – including set-up of facilities in support of meetings and events, such as furniture layout, cleaning, catering and signage for special security or car parking arrangements,
* Events hosting to include welcoming and hosting guests with refreshments and clearing up
* Work as part of the wider teams at SJH in preparation and hosting.

**Catering** **-** * Organise catering requirements across SJH for both guests as well as within the office area.

**Hospitality -**  * Ensure that bedrooms and bathrooms are prepared in advance of guests arriving.
* Following guests’ departure again ensure that bedrooms and bathrooms are cleaned and prepared for next guests and all used linen is washed and prepared.

**Cleaning** – * Ensure that all areas of Saint John’s House are cleaned on a regular basis,
* Monitor cleaning materials to ensure sufficient supplies are always in place.
* Ensure cleaning materials are stored safely and in line with COSHH guidelines.

**Health & Safety -** * Undertake health and safety training for supporting events when running at SJH.

**Other -** * Attend and participate in Christian worship on a regular basis and will be asked to lead/help lead prayers.
* Accept any such tasks in line with the above core activities which may from time to time be required to further the work of Interserve.
* Participate in the Continuous Staff Appraisal (CSR) process, agreeing and reviewing objectives in agreement with the Line Manager.
* Represent Interserve to external and internal contacts.
 |