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**JOB DESCRIPTION – Facilities Support**

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| **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. |