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| **RENFREWSHIRE COUNCIL**  **ENVIRONMENT & INFRASTRUCTURE**  **JOB OUTLINE** | | | |
| **DEPARTMENT:** | Environment & Infrastructure | **SECTION:** | Soft Facilities Management |
| **POST TITLE:** | Facilities Operative (Soft FM) | **POST ID:** |  |
| **GRADE:** | Grade 02 | **LOCATION:** | Various locations across Renfrewshire |
| **REPORTING TO:** | Senior Facilities Operative (Soft FM) | | |

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| **PRINCIPAL ROLE:** |
| To provide support to all users of Renfrewshire Council establishments in relation to Soft FM services. The Facilities Operative will focus to ensure that all duties in relation to the operation of the building and its surrounding grounds, including tasks relating to catering, are undertaken to deliver a safe, secure environment, ensuring that facilities are kept in a clean / hygienic condition and ensure a safe environment for all users. |

Key tasks for which the post holder will be responsible:

1. Contribute to the provision of a quality Soft FM Service by meeting all appropriate service standards in relation to building and grounds cleaning, catering, school crossing patrol, security and any other related services.
2. Working across a number of establishments across Renfrewshire but mainly within a geographical cluster area.
3. Provision of adult presence during break times, as and when required.
4. Assisting in general and reactive cleaning duties and litter picking, including replenishing washroom supplies.
5. In the event of snow and frost, assisting in the clearing of access and fire exit routes within and surrounding the building. Gritting as and when required.
6. Key holding including responsibility for opening schools/ buildings and associated compliance checks to ensure that the property is open and safe for occupation.
7. Ensure the property is secured at the end of the working day, including checking all windows/ fire exit doors.
8. Assisting in the preparation of rooms and halls for a range of uses, including setting out, removal and storage of furniture and equipment.
9. Participating in the delivery of the catering service including: preparation and clearance of the dining area for lunch service; service of hot and cold food in an efficient and prompt manner; and basic food preparation.
10. Ensuring that all food and drink preparation and service areas are kept clean, safe and presentable in line with relevant food hygiene service standards.
11. To adhere to the Council’s commitment to health and safety, supporting attendance, equal opportunities and compliance with all relevant policies.

This description is indicative of the nature and level of responsibilities associated with this job. It is not exhaustive, and the job holder will be required to undertake other duties and responsibilities commensurate with the grade, as required by the Soft FM Service.