



Job Title: Premises Officer

Hours: 14 per week (job share)
Monday- Sunday 6:00 am to 8:00 am

Location: Mencap Centre, Chapel Street, Melton Mowbray, Leics, LE13 1LZ

Responsible to: Service Manager

Purpose of role:

Working within a job-share team to manage the Mencap Centre's facilities, focusing on maintaining a clean and safe environment in line with Health and Safety regulations.

Scope of the job:

To be effective in the role the post holder must be a well-organized, self-motivated individual capable of working independently and as part of a team. Following an initial induction, the post holder will be expected to exercise initiative and sound judgment in their daily tasks.

Key responsibilities include the continuous monitoring of the premises to ensure a hazard-free environment. The post holder must proactively identify and report Health and Safety or hygiene concerns, immediately raising concerns with the office team when necessary. High cleaning standards and reliability are essential. Additionally, the role requires proficient IT and literacy skills to accurately interpret instructions and maintain clear, professional records.

JOB DESCRIPTION

TASKS	ACTIVITIES
Mencap Centre	• Oversee the premises, ensuring health and safety • Report maintenance and repair issues • Ensure Manager is aware of any health and safety concerns.
Key Responsibilities	• General cleaning: Vacuuming, sweeping, mopping, dusting surfaces, polishing, cleaning internal glass, and tidying communal/office areas. • Sanitation: Deep cleaning and disinfecting toilets, washrooms, kitchen, main hall, back office, lounge and entrance.

	• Waste Management: Emptying bins and disposing of general and recyclable waste correctly. • Maintaining outside areas including clearing litter. • Supplies Management: Monitoring and restocking soap, paper towels, toilet rolls, and other cleaning materials. • Requesting any supplies / equipment to be ordered by the office in a timely manner. • Health & Safety: Adhering to COSHH (Control of Substances Hazardous to Health), using PPE, following risk assessments, and reporting hazards/faults. • Maintenance: Reporting all maintenance issues to the office team. • Security: Locking up premises as required.
Health and Safety	Have an awareness and compliance with Health and Safety in working area on a day-to-day basis and ensuring, as far as reasonably practicable, that he/she is familiar with all relevant health and safety legislation and recommendations and that these are observed within his/her areas of responsibility In particular, the post holder is required to be trained and to follow: • Policy statement on Health and Safety at Work and the Health and Safety at Work Act. • Reporting procedures for any accident, incident or near miss. • Report any faults to the person in charge. • Guidelines for the appropriate use and storage of the cleaning products used on the premises, this will include an awareness of COSHH assessments. • Recommended safe working practices for all cleaning tasks and an understanding of the risk assessments, ensuring a risk assessment is completed before potentially hazardous task is commenced. • Take responsibility for own personal hygiene, health and safety and ensure that appropriate clothing and footwear are worn at all times.
Extra Duties	• Recording of Fridge/Freezer temperatures – Daily • Smoke alarm testing – Monthly • Emergency lighting – Monthly • Carbon monoxide - Monthly

Personal Responsibility	• Participate in the induction and training as appropriate and monitor own training needs alongside the line Manager and updated in line with Policy. • Attend and engage in formal supervision sessions and annual appraisals with the appropriate line Manager in line with the current Supervision Policy • Accept allocation of tasks and responsibilities as delegated by the Deputy Manager or Service Manager. • Maintain good working relationships with all members of the team. • Maintain confidentiality of service users in line with Data Protection and organisational policy. • You will follow any reasonable instruction given by Deputy Manager or Service Manager. • Demonstrate good ethics, by speaking up if standards are not being met, or health and safety is being compromised.
Skills and Experience	• Excellent organisational skills and a thorough approach to work • A calm and methodical approach with acute attention to detail • Ability to work autonomously and productively as part of a team. • Using electrical equipment where required.