

PERSON SPECIFICATION: SOFT SERVICES FACILITIES ASSISTANT

	<u>Essential</u>	<u>Desirable</u>
Experience	<ul style="list-style-type: none"> - Have previous experience in a similar role - Experience of record keeping 	<ul style="list-style-type: none"> - Inspection/Audit experience - Historic cleaning - Kitchen deep cleans
Skills	<ul style="list-style-type: none"> - Clean Driving Licence - Cleaning operational delivery – including use of buffers/high-level cleaning equipment 	<ul style="list-style-type: none"> - Use of Microsoft Word, Excel and Outlook
Knowledge	<ul style="list-style-type: none"> - Health & Safety Awareness 	
Qualifications		<ul style="list-style-type: none"> - Emergency First Aid - Institute of occupational safety and health/ health and safety passport - Soft FM relevant qualifications – e.g. BiCS, NVQ cleaning 1 and 2
Personal Attributes	<ul style="list-style-type: none"> - Organised, able to prioritise and work to deadlines - Flexibility to work out of normal hours where necessary and assist with the emergency call-out rota - Team worker but also able to work unsupervised 	

