



**Job Title:** Freelance Weekend Premises Officer  
**Reporting to:** Director of Finance & Operation  
**Location:** Moonshot Centre, New Cross  
**Hours:** Saturdays: 10:00 am and close at 2:00 pm (4 hours in total).  
Sundays: 8:45am and close at 3.45pm (7 hours in total).  
**Pay:** £13.15 per hour (London Living Wage)

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**Background:**

IRIE! dance theatre is the UK's leading dance theatre company working in the field of African and Caribbean dance training and performance. With over 30 years' experience of working with both local and Lewisham-wide communities.

We are responsible for the management of the Moonshot Community Centre which is owned by Lewisham Council and opens at various times during the week.

We are seeking a reliable enthusiastic and hardworking Weekend Premises officer for the Moonshot Centre.

**Main Purpose of the Job:**

To assist IRIE! dance theatre in the smooth, effective and efficient running of the Moonshot Centre and all associated services over the weekend and actively promote the interests of the centre.

To carry out caretaking duties in relation to the hiring, use, security and maintenance of the building with due regard to health and safety and provide a courteous and responsive 'front line' service to customers wishing to hire or use facilities.

The post holder will be expected to cover opening/closing of the building, general maintenance, cleaning and upkeep of the building and will work with centre staff, service users and Lewisham Council to ensure that all Health and Safety requirements relating to the Moonshot Centre are met.

**Main Duties and Responsibilities:**

To maintain building safety and security and ensure that all systems within the premises are operating correctly. To open and lock up the building and be responsible for centre opening and closing procedures. To implement and maintain the centre's cleaning and repair reporting procedures.

## **Key Tasks:**

### **1. Building and Hires Management**

- a. To welcome visitors to The Moonshot Centre.
- b. To act as one of the centre's key holders opening and closing the building at allotted times and ensuring that all security systems are functioning.
- c. To be responsible for the security of the premises ensuring that windows are closed, and doors are locked at the end of the day. During the day, rooms must also remain locked if not in use.
- d. To prepare rooms as requested by those hiring facilities including the setting up and dismantling equipment and furniture for various functions from small meetings to large events and conferences. The post requires a lot of manual handling which will involve lifting/moving/setting up/packing away of furniture.
- e. To undertake cleaning duties throughout the building to a high standard which will include cleaning floors, wiping down all washable surfaces, cleaning toilets, hand basins and sinks and dust and polish on a regular basis as detailed in the cleaning schedule attached.
- f. Empty and clean bins and remove waste to designated area including the separation of waste i.e. recycling.
- g. To manage cleaning and other stock and ensure that purchases are ordered as required.
- h. Ensure any security issues are documented and reported to management immediately.

### **2. Health and Safety**

- a. To strictly comply with all Health and Safety requirements for the Moonshot Centre and ensure that up to date records are kept in relation to inspections and risk assessments. To report to Management any issues that need to be addressed and ensure appropriate health and safety procedures are followed.
- b. To ensure all Centre users aware of Health & Safety requirements and emergency procedures.
- c. To conduct weekly documented checks of the buildings alarms, heating, plumbing, lighting, and any other systems to ensure that they are operating satisfactorily and that any failures, concerns or faults are promptly reported to management.
- d. Operation of all emergency procedures and building maintenance i.e. fire alarm, emergency lighting and heating system. To ensure that the building fully meets its obligations in relation to fire safety.

### **3. The Moonshot Centre Team**

To work as part of a team, assist with promoting hires and ensure the building is open for bookings, secured at other times and:

- a. Prospective and current users are dealt with in a welcoming and helpful manner.
- b. Ensure all hirers booking requirements are met as far as possible.

- c. Ensure required equipment and/or refreshments are available where requested.
- d. To attend regular management meetings, supervision and training as requested by Management.
- e. Ensure Adherence to policies and procedures.
- f. Demonstrate and understanding and compliance with Safeguarding requirements.
- g. Promotion of equality and diversity appreciation in all areas of service delivery.
- h. To undertake any other duties as required which are commensurate with the terms and conditions of this post or any other matter which would facilitate the smooth running of the Centre, or as may reasonably be required by the Manager.

## **5. Equality and Diversity**

You must have a commitment to implementation and demonstration of IRIE!s Equality and Diversity policy and an awareness of the equality issues involved in administrating premises use.

## **6. General Terms and Conditions**

Appointment will be conditional upon receipt of two satisfactory references, Enhanced Criminal Records check and the completion of a six-month probationary period. The terms and conditions of this post will be reviewed after 3-months.

Compliance with IRIE!s Code of Conduct and all operating places and procedures.

## **6. Payment of Fees**

Payment shall be payable to the Contractor for the provision of the Services and such fee shall be payable via BACS transfer monthly in arrears by the 25th of the month immediately following the month in which the Services have been performed. The Contractor shall submit an invoice addressed to IRIE! dance theatre monthly, before or on the last Tuesday prior to 25<sup>th</sup> of the month detailing the Services provided within that month, and the fees due in respect thereof and where they are registered for value added tax shall show any value added tax separately on such invoices.

The invoice should clearly detail:

- Name
- Address
- Date of invoice
- Telephone number
- National Insurance Number, Schedule-D number or Tax reference number
- Fee due; and the hourly/daily rate at (or other bases on) which the fees have been calculated
- Service to which the fees relate (including dates)
- Account details of your bank including: **account or trading name, sort code, account number**
- Invoices should be issued **after** the work has been completed or otherwise agreed by IRIE!

In the event that there are periods when there are no services for the Contractor to perform, the Contractor shall not be paid a retainer for these periods. The fee is payable only in respect of Services actually provided.

## DAILY CLEANING SCHEDULE

Location	Task
Atrium	<ul style="list-style-type: none"> <li>• Clean floor – vacuum, sweep, mop &amp; disinfect</li> <li>• Clean stairs and wipe down railings and touchpoints with disinfecting wipes</li> <li>• Empty bin and wipe lid with disinfecting wipes</li> <li>• Use disinfecting wipes to clean all frequent touchpoints e.g. door handles</li> </ul>
Toilets	<ul style="list-style-type: none"> <li>• Clean floor – vacuum, sweep, mop and disinfect</li> <li>• Use disinfecting wipes to clean toilet seats, light switches, shower controls, toilet flush button and handles, taps, door handles and finger plates in between session.</li> <li>• Empty bin where applicable</li> <li>• Clean mirror and wall under hand dryer</li> <li>• Replenish toilet rolls</li> </ul>
Passenger lift	<ul style="list-style-type: none"> <li>• Sweep and clean floor and lift surround</li> <li>• Use disinfecting wipes to clean lift controls, door handles and finger plates in between session</li> </ul>
Changing Rooms	<ul style="list-style-type: none"> <li>• Clean floor – sweep/vacuum, mop and disinfect</li> <li>• Shower Cubicles – disinfect touch points and shower tray</li> <li>• Use disinfecting wipes to clean toilet seats, light switches, shower controls, toilet flush button and handles, taps, door handles and finger plates in between session.</li> <li>• Ensure visible signage is in place to encourage users to keep the area clean and manage the transfer of potential contamination.</li> <li>• Limit the number of people accessing this area to ensure social distancing standards are maintained.</li> <li>• Empty bins</li> </ul>
Corridors	<ul style="list-style-type: none"> <li>• Clean floor – sweep/vacuum, mop and disinfect</li> <li>• Use disinfecting wipes to clean light switches, door handles, finger plates and glass panels</li> <li>• Empty bin and wipe lid with disinfecting wipes</li> </ul>
Hired Rooms	<ul style="list-style-type: none"> <li>• Clean floor – vacuum, sweep, mop &amp; disinfect after each use</li> <li>• Clean mirrors in dance studios</li> <li>• Use disinfecting wipes to clean light switches, window operators, door handles and finger plates in between session.</li> </ul>

- Use disinfecting wipes to clean any additional equipment used e.g. projectors, flipchart boards or instruments before use.