

### PERSON SPECIFICATION

**Directorate** Corporate / Estates

**Job Title** Soft Facilities Assistant

**Band/ Grade** 2

PERSON SPECIFICATION	ESSENTIAL	DESIRABLE
<b>EDUCATION AND QUALIFICATIONS</b>		
Good level of written and verbal communication skills	✓	
Basic literacy skills	✓	
Food Hygiene Certificate (willing to complete)		✓
Moving and Handling knowledge	✓	
<b>SKILLS, KNOWLEDGE AND ABILITIES</b>		
Good customer service skills / experience of dealing with General Public / Patients / Relatives	✓	
Understanding of health and safety processes		✓
Ability to follow instructions and organise own work to meet the team objectives, adapting work to meet any changing priorities which may need to meet tight timescales	✓	

<b>EXPERIENCE</b>		
Previous work in cleaning and/or catering would be an advantage		✓
<b>PERSONAL ATTRIBUTES</b>		
Good written / verbal communication skills, flexible, able to work as part of a team & individually	✓	
Flexible with working hours	✓	
High standard of personal hygiene	✓	
Team worker	✓	
<b>OTHER FACTORS</b>		
Ability to fulfil any travel requirements of post	✓	
Ability to deal with clinical waste, smells, bodily excretions / fluid and dirt	✓	