

JOB DESCRIPTION	
Job Title:	Unity Park Station Assistant
Reports to:	Operations Manager
Location:	Unity Park Station (Central Milton Keynes) base, with travel in/around Milton Keynes as needed
Contract	Fixed term contract for 12 months
Hours:	12 hours per week which will include occasional weekends and responding to building related emergency out of hour calls
Salary:	£12.50 per hour
KEY PURPOSE OF THE JOB	
<p>To ensure the buildings are efficiently managed and providing the best environment for our guest support, enabling our community hubs, welfare centres and kitchens to run effectively.</p> <p>To ensure that Unity Park Station (UPS), and future sites, comply with all regulations pertaining to the facilities. This will include Health & Safety, Environmental Health and Food Safety & Hygiene.</p>	
KEY ACCOUNTABILITIES	
<ul style="list-style-type: none"> • Food safety, hygiene and kitchen operations: <ul style="list-style-type: none"> • ensure the charity complies with all regulations and standards • support preparation and updating of kitchen policies and procedures, training volunteers as required • ensure the charity's policies and procedures are adhered to by all kitchen users • manage weekly stock take and purchasing - kitchen food and non-food supplies • ensure efficient use of purchased food supplies and donations • Statutory compliance and building operations: <ul style="list-style-type: none"> • ensure the charity complies with current health & safety and environmental health regulations • manage the building to a high standard following best practice in facilities management • ensure all repairs are completed in a timely manner, proactively and reactively reporting damage, breakages and wear and tear to the landlord, and progress chase to ensure timely remedies • ensure all equipment is safe to use and working efficiently • Support volunteers on shift by obtaining feedback and ideas and resolving issues • Assist the Operations Manager with other duties as required, including covering for colleagues' absences • Undertake special projects as directed by the Operations Manager delivering change and improvement to the standards specified in the brief 	

Registered office:

Winter Night Shelter Milton Keynes, The Ridgeway Centre, Featherstone Road,
Wolverton Mill South, Milton Keynes, MK12 5TH

Charity Reference No: 1149480. Registered Company No: 08232340



PERSON SPECIFICATION		
Knowledge and Experience	Essential	Desirable
Understanding of Food Safety & Hygiene regulations	•	
Experience of working with a diverse set of stakeholders	•	
Experience of working in a busy environment, multitasking, flexibility and prioritising urgency and importance	•	
Knowledge and experience of working in administration and operations incorporating accurate and timely record keeping	•	
Previous experience working in a regulated environment for Food Safety & Hygiene		•
Previous experience in the field of facilities management		•
Skills and Abilities	Essential	Desirable
Strong organisational and planning skills	•	
Excellent verbal & written communication	•	
Strong team working ethic	•	
The ability to maintain professionalism and confidentiality when dealing with sensitive information	•	
Ability to follow processes and procedures suggesting changes to drive efficiency and effectiveness	•	
Ability to work on own initiative and independently (and knowing when to seek support/guidance)	•	
Personal Attributes		
Empathy and compassion for the homeless and vulnerable.	•	
Willingness to take ownership of problems and resolve them to a satisfactory conclusion within predetermined time frames.	•	
Drive and enthusiasm for routine sometimes repetitive tasks	•	
Unphased by working in an evolving environment and dealing with change	•	

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Flexibility and a can do attitude	•	
Alignment with the WNSMK Core Values, being altruistic, pursuing excellence, valuing, authentic, generous and team-based (listed at https://www.winternightsheltermk.org/about/)	•	
Education and Training	Essential	Desirable
Proficiency in the use of MS Word and Excel (by training or experience)	•	
GCSE or equivalent Maths and English Language (as a minimum)	•	
Food safety & hygiene certificate level 2		•
First aid certificate		•

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