



**Facilities Assistant – Job Profile  
(Based at Priory Point)**

Here at Lifeplus people are at the heart of what we do. Each Lifeplus colleague is a key part of who we are. We value everyone who works with us and do all we can to create an environment where mutual respect, trust, collaboration and a shared sense of purpose drives all that we do.

Our warehouse based in Bedford is at the heart of the business and is where all our products are picked, packed and shipped ready for our clients to enjoy across the world.

**Principal Responsibilities:**

- Access control & issuing access cards
- Contact point for all visitors to the warehouse
- Carry out cleaning Audits
- Meeting room management, set up and break down of rooms
- Fire alarm testing
- Ensure all contractors method and risk assessments are checked
- Building Inspections, internal and external
- Fire warden / First aider duties
- Updating Health and Safety notice boards
- General maintenance of kitchen and canteen area
- PPM scheduling
- Contractor liaison

**The Candidate:**

- Full clean driving licence
- Ability to work on own initiative
- Good working knowledge of MS Office
- A good level of physical fitness is required
- A good level of written and spoken English
- Health & safety awareness / Qualification
- Flexibility and a pro-active approach

**Working Hours:**

Monday to Saturday 8.30am-5pm – Overtime is paid at x1.6 of hourly rate on Saturday's

The responsibilities and attributes listed above is indicative it is not exhaustive and is not designed to limit or inhibit the way we work or how the role develops. This is intended to be a fluid document and indicates how we currently see the role.

- Please note: The successful applicant will be required to undertake a criminal record check.
- Please advise us in advance if you have any special requirements if you are asked to attend an interview.