

YMCA HUMBER

Night Concierge



Hours:	Average of 37 hours per week
Band:	2
Salary:	£10.46 - £9.92 per hour, plus £0.54 per hour for working unsociable hours.

We currently have a vacancy for a Night Concierge within YMCA Humber. This role will require you to work at one of our hostels – either Peaks Lane, The Foyer or Freeman Street.

The role of **Night Concierge** is required to oversee the safety of our staff, residents, and premises during the night.

The key elements of this role include –

- Ensuring the welfare, safety and security of our residents and buildings overnight.
- Making regular security checks ensuring buildings are secure, noise and disruption are kept to a minimum, and common areas and fire exits are kept free from obstructions.
- Manage safe evacuation of the site in case of a fire alarm where necessary.
- Administer basic first aid if required.
- Monitoring CCTV of various sites and take appropriate action, as necessary.
- Control 'out of hours' access to buildings by residents.
- Provide informal support or signposting to residents if needed, and hand over appropriate information to relevant daytime staff.
- Carry out immediate risk assessments as required.
- Ensuring that designated areas are clean, secure, and safe.
- Carry out preparation for following days breakfasts, activities, setting up rooms for meetings/events etc., within the designated hostel.

The successful applicant will have the following qualities:

- A good level of education.
- Experience of building management, Health and safety or maintenance.
- Good communication and interpersonal skills with the ability to work as part of a team.
- Be able to work unsociable hours, including some public holidays / weekends on a rota basis.

To apply for this role please email Kate.conway@YMCA-Humber.com with your CV and supporting statement of no more than 2 pages by **Friday 14th May 2021**. Please note this role requires an enhanced DBS.



YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.