

JOB DESCRIPTION

Post Title	Caretaker // Outdoor/Indoor leisure assistant
To provide a safe, clean and welcoming environment for customers at Foxhunters Community Pavilion & Pitches.	

Job Content Duties and Responsibilities
<ol style="list-style-type: none"> 1. To ready facilities to ensure the delivery of football and other activities for user groups. 2. To inspect and clean facilities daily to provide a safe clean and welcoming environment for customers attending Foxhunters Pavilion. 3. To keep accurate daily records, to take payments and issue receipts for activities and equipment in line with Foxhunters Pavilion financial regulations. 4. To liaise with customers, colleagues and external bodies. 5. Assist in the planning and delivery of match day requirements. 6. Assist the Foxhunters Pavilion trustees/committee to ensure the work programme is sustainable and income targets are met. 7. Take responsibility for key holding, and the opening and closing of facilities in line with operations manuals and maintain the security of the premises and its contents. 8. Test lighting systems weekly to record any deficiencies in accordance with safe working practices. 9. To comply with the requirements of Health and Safety, other relevant legislation and Foxhunters policies. Carry out weekly fire alarm tests and assist with evacuation procedures. 10. To maintain appropriate records including fire panel/alarm logbook, repair order, record book, and carry out metre readings for Foxhunters Pavilion. 11. To report emergencies in the case of faults with gas, electric, and water supply with the appropriate person or organisation. 12. To attend to, where necessary, contractors and other personnel visiting the site. 13. To action/arrange to clear blockages, remove foreign matter from sinks, toilets, drains, kitchen grease traps, etc. and clean up spillages as required. 14. To control the provision and replenish toiletry items, including requisition, storage and distribution of such items. 15. To ensure that Foxhunters grounds are litter free.

16. To dispose of waste materials in a safe, hygienic manner ensuring that it is available for collection as required.
17. To be responsible for ensuring clear and safe pedestrian access to the Foxhunters Pavilion particularly in adverse weather conditions (e.g. clearing snow, gritting etc.).
18. To undertake portage tasks as required including setting up and clearing away Furniture as required by customers.
19. To organise and undertake on a pre-planned basis the polishing of floors, washing of walls, and cleaning of furniture during non-peak periods.
20. To clean the internal face of external windows and other internal glass within the limitations of safe working practice.
21. To carry out pitch and ground maintenance where required.
22. To clean and maintain tractor, operational machinery and equipment associated with the pitches.
23. To undertake any other duties commensurate with the position as may be required.
24. Other Considerations: The post holder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions by technical consultants, contractors and manufacturers are adhered to.

Performance standards

To deliver high levels of customer care.

To deliver on the appropriate priorities within the service.

To maintain the highest levels of health and safety.

To ensure the service provided is equitable and accessible to all.

To work closely with other colleagues across the groups.

To make best use of all resources available and to deliver services which demonstrate value for money through appropriate outcome based targets.

To deliver personal objectives.

Working conditions

Based at Foxhunters Pavilion & pitches, Whitley Bay.

Will be required to work 30 hours. **PLEASE NOTE THE MAJORITY OF HOURS TO BE WORKED ARE DURING THE EVENING.**

There will also be some weekend working required.

The hours of work are based on planned fixtures and bookings as well as the opening times of Foxhunters Pavilion and the associated pitches. With agreement some changes to initial working hours may be required in the future.

Essential C

Factor	Essential	Desirable	Assessment means
Skills and Knowledge	<p>High levels of customer care.</p> <p>High level of H&S awareness, both for themselves and the users of the facilities.</p> <p>Good verbal and written communication skills.</p>	<p>Knowledge of groups using the facilities.</p> <p>Ability to work in isolation and also busy environments.</p> <p>DIY skills.</p>	Via application form and interview process
Qualifications and training	<p>Good general education level.</p> <p>Enhanced DBS.</p>	<p>First aid trained.</p> <p>An understanding of safeguarding.</p> <p>Hold sports coaching qualifications.</p>	Via application form
Experience	<p>Experience of general caretaking, and/or cleaning activities.</p> <p>Experience of key holding duties.</p> <p>Experience of record keeping and handling cash.</p> <p>Experience of working with the public.</p>	<p>Experience working within the sports industry.</p> <p>Experience of pitch and ground maintenance.</p> <p>Experience of maintaining tractor and /or other machinery and equipment.</p> <p>Working with volunteers / being a volunteer.</p>	Via application form and interview process
Social requirements	<p>Be able to carry out required tasks both inside and outside the building.</p> <p>Must be able to work evenings and weekends</p>		Via interview

