



Job Role Title: Weekend Facilities Officer - due to being a lone working/evening working role only applicants over the age of 21 years will be considered

Report to: Chief Officer

Location: Pye Green Community Centre, Bradbury Lane, Hednesford, WS12 4EP

Salary: SCP 4 £12.01 per hour plus 12.07% rolled up holiday pay = £13.46 per hour

Hours : various Friday to Sunday depending on the needs of the community centre – minimum of 5 days' notice period provided of working hours – these may be subject to change

Commencement of role: 6th September 2024

Overall Responsibilities:

The Weekend Facilities Officer will work exclusively between the hours of 5pm Fridays through to 9pm on Sundays. These hours will be variable due to the nature of the received room bookings at Pye Green Community Centre

The Weekend Facilities Officers will provide excellent customer service, permit entry, and exit to weekend community centre hirers, ensure conditions of hire are observed, ensure security and health and safety are followed in addition to maintaining high levels of presentation and cleanliness of the community centre and its facilities

The role may require early mornings opening and late evening closures (for which an enhanced rate is payable)

Responsibilities:

- Responsible for permitting entry and exit to weekend community centre hirers in accordance with the terms and conditions of hire
- Responsible for providing the health and safety briefing to weekend community centre hirers and ensuring that these are maintained and followed
- To be the main point of contact for weekend hirers to the community centre and to deal with any low level requests/situations as and when they may arise
- Responsible for ensuring health and safety of the community centre at a weekend and flagging any issues and/or concerns with the line manager at the earliest possible opportunity. In the event of an emergency to act in accordance with emergency procedures
- Liaise with line manager/admin officer regarding any issues, concerns, feedback regarding room hire bookings and/or hirers especially when terms of hire are not met or are breached

- To ensure high levels of cleanliness and presentation of the community centre facilities with particular reference to bathroom and kitchen areas ensuring facilities are clean, bins are emptied, and rooms are clean, tidy and ready for hirers and meet expectations
- To attend one to one supervisions, team meetings and training as appropriate
- Be able to provide cover of annual leave and sickness absence of weekday Facilities Officers in liaison with the line manager
- To carry out other duties as commensurate with the grade of the post

Person Specification:

- Aged 21 years or over
- Proactive and positive attitude
- Excellent time keeping skills
- Able to maintain levels of confidentiality
- Flexible attitude to working hours
- Able to work weekend hours
- Some experience of facilities management – preferred but not essential
- Able to use email and use a smart phone
- References will be required

For an informal chat, further information or to request an application pack please contact, Lindsey Smith, Chief Officer at clerk@hednesford-tc.gov.uk or 01543 424872

Completed application forms to be returned to clerk@hednesford-tc.gov.uk or to

Hednesford Town Council
 Pye Green Community Centre
 Bradbury Lane
 Hednesford
 WS12 4EP

by 9am on Friday 16th August 2024