

**COMMUNITY DEVELOPMENT  
JOB DESCRIPTION**

**Seasonal Caretaker**

LS16 spinal point 13	Post Number: 5554
Responsible to:	Facilities Supervisor
Responsible for:	Alford Road and Gresham Sports Pavilions
Job Objective:	The opening, closing, cleaning, organisation and supervision, of the sports pavilions and associated sports pitches. And any other duties requested by the Facilities Supervisor.
Main duties and responsibilities: <u>General</u>	<p>To deliver first class customer care by ensuring the safety, security and cleanliness of the facility,</p> <p>To undertake a range of duties in the Pavilions including:-</p> <ol style="list-style-type: none"> <li>a. Supervision of all bookings</li> <li>b. Issue and return of equipment</li> <li>c. Setting up and dismantling of equipment</li> <li>d. Cleaning of changing rooms, circulation areas and social areas</li> <li>e. Ensuring all health and safety checks and monitoring sheets are filled in.</li> <li>f. Any other duties.</li> </ol> <p>To be responsible for ensuring appropriate behaviour of the public to prevent injury, misuse, damage of facilities or equipment.</p> <p>To assist the Facility Assistant teams at times when football matches are not scheduled.</p> <p>To record attendance from customers.</p> <p><b>To control litter and dogs on the pitches, Pavilions and surrounding areas.</b></p> <p>To undertake any other such duties, as requested by your line manager.</p>
<u>Customer Care</u>	<p><b>Liaise with customers as necessary and promote a positive image of the Council's services to the public.</b></p> <p>At all times to wear issued uniform and maintain a high standard of appearance and personal hygiene.</p>
<u>Maintenance/Health and Safety</u>	<p>Compliance with all Health and Safety procedures.</p> <p>Read and understand, all Risk Assessments – (Facility, Activity, Fire, Legionella and CoSSH)</p> <p>Maintain first aid and safety equipment</p>



Rushcliffe  
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OFFICIAL

	Report and record incidents involving accidents, vandalism, and fire etc.
<u>Training</u>	Attendance at training courses appropriate to the post.
Approved by: Ricky Smith, Community Facilities Manager Date: 05/08/2021	