

Pitstone Parish Council

Pitstone Pavilion Facilities Manager

General Job Description:

- To carry out regular duties to ensure compliance to health & safety legislation.
- To carry out regular duties to ensure compliance to water safety legislation.
- To carry out regular duties to ensure compliance to fire regulations.
- To carry out regular duties to ensure compliance to environmental health legislation.
- To carry out regular duties to ensure compliance of first aid regulations.
- To carry out regular duties to monitor and maintain the defibrillator.
- To carry out regular risk assessments and implement actions arising.
- To carry out regular covid risk assessments and implement actions arising.
- To annually (more frequently if required due to changes etc) review all pavilion policies, terms & conditions etc and submit to the parish council for consideration/approval.
- To complete accurate records of work undertaken in the statutory logbooks and job sheets.
- To monitor the CCTV camera output and clean the cameras to ensure good images are being recorded.
- To review CCTV footage, download and supply to Thames Valley Police if required.
- To create, issue and maintain unique entry and alarm codes for users, and ensure all IT systems are fully operational and maintained.
- To empty the external bins into the wheelie bins when necessary.
- To monitor the internal drainage gullies and clean as necessary.
- To carry out regular (at least weekly) visual checks of the outside of the building, fences and the grounds to identify if any damage has occurred. To try and identify the cause of damage by examining the CCTV footage and to liaise with the parish council regarding actions arising.
- To litter pick the car park, grounds and pitches if necessary and/or arrange for the cleaner(s) to undertake this if they have a timely visit.
- To monitor the general refuse & recycling wheelie bins and arrange emptying with Buckinghamshire Council as necessary, also arranging for the car park gate to be open on the relevant days to provide access.
- To read the water, electric and gas meters and submit readings to the utility companies.
- To monitor and maintain the roller shutters, greasing the pins as necessary to ensure smooth operation.
- To monitor and maintain all the padlocks & locks, applying lubricant as necessary.
- To monitor and maintain all the key safes, changing batteries, and changing the access codes bi-monthly and notifying all applicable hirers.
- To undertake minor maintenance works on site as necessary eg change lightbulbs, check signage, fix seating and gutters, put up dispensers.
- To be the first point of contact for hirers and potential hirers, showing people around the site, training regular users in how to access the site, and unlocking/locking for ad-hoc hirers if necessary.
- To consider all booking requests, liaise with other bodies if there is a potential conflict & resolve those issues, and to respond to hirers. To follow up with hirers if they need to supply further information eg alcohol request sheets.
- To check bookings for the forthcoming week and:
 - set the heating/water times accordingly.
 - Identify & implement any actions arising eg putting out cones in the car park to segregate off different areas for different hirers or setting out the meeting room if hirers require.
 - to liaise with the cleaner(s) and advise which areas need cleaning on which dates/times.
- To attend site if the fire or intruder alarms are triggered.
- To attend site if hirers encounter any problems during their hire period or if any call-outs arise following their hire period (eg a guests car having been locked in the car park overnight).

- With the prior approval of the parish council, to arrange quotations for repairs or capital work needing to be undertaken. Once contractor appointed, to follow through with appointment, access arrangements and oversee work on site.
- To arrange regular works in line with maintenance contracts and to attend site with the contractors.
- Once approved by the parish council each year, to liaise with the Christmas light installation company re installation & subsequent removal of lights into the tree in the front car park.
- To become an expert in the pavilion systems eg heating, lighting etc.
- To regularly review, maintain and update the contents of the pavilion noticeboards (internal and external).
- To attend the monthly sports & leisure committee meetings (or submit reports to this meeting), where pavilion related business is discussed, from time to time if requested.
- To produce publicity for the pavilion, the activities taking place there, vacant slots that are available for hire etc including posters for the noticeboards and potentially seeking out potential hirers.
- To manage the process for on-site advertising (eg we are currently in the process of specifying pitch surround advertising and may also install advertising inside the car park area) making sure adverts are correctly mounted and in good order, liaising with the parish clerk re bookings/invoicing/positioning etc.
- To liaise with the parish council and arrange events to be held at the pavilion to ensure that more residents are able to benefit from the new facilities.
- To act as Line Manager to the Cleaner(s).
- To keep an up-to-date list of activities and their status to facilitate handover to the parish council in the case of holiday, illness etc.
- To undertake any other activities related to the maintenance and operation of Pitstone Pavilion that may arise & which may be reasonably requested.

Person Specification:

- Must be flexible and able to attend for additional hours, or at short notice, to reflect the needs of hirers.
- The role will require some evening, weekend and/or early morning working as the pavilion facilities are open at these hours and council meetings also take place during the evening.
- Must be reasonably fit with no medical conditions that may pose a threat to their safety when working alone on site.
- Must be able to adequately carry out physical side of duties eg lifting bins, moving tables, reading external meters, using step ladders to clean CCTV etc.
- Must be computer and IT literate, plus able to understand how the systems eg heating/plumbing/IT/CCTV are configured and operate.
- Must be self-reliant and self-motivated.
- Must be happy to work alone on isolated site.
- Experience of caretaking or facilities management an advantage.
- Good general education, to enable understanding of basic legislative requirements and processes necessary to ensure compliance.
- Honest, reliable, trustworthy.
- Be able to work within Coronavirus guidelines.
- Must be willing to undertake relevant training eg legionella awareness (online short course) if required.

Hours and Rates of Pay:

- Rate of pay is currently £12 per hour.
- It is currently estimated that the role will require 5 hours per week. Exact hours to be paid based on timesheet submission.
- Additional hours to be paid at the same hourly rate.

Benefits:

- The parish council operates a NEST pension scheme and will make contributions if you are eligible for automatic enrolment. If you are not eligible for automatic enrolment you can still choose to join if you wish and make your own contributions.
- 28 days holiday (including bank holidays) pro rata.

Equipment:

- All necessary equipment and consumables will be provided on site and it should not be necessary for you to bring any of your own equipment to the pavilion.
- The parish council will supply the necessary ipad/mobile telephone/email account etc.
- Please ensure you never bring any personal electrical appliances to the pavilion (as they will not have been subject to Portable Appliance Tests like the parish council owned equipment).
- Should you identify a piece of equipment or consumable that would assist your duties please inform the parish council and we will arrange for purchase etc.
- We can provide aprons, face masks and gloves for general duties. Please ensure you wash all clothing when you return home.

Lone Worker Advice

The parish council takes its responsibility towards your safety very seriously and request your assistance to minimize any hazards associated with working on your own at the pavilion site.

In general, the site and the tasks are low risk, however it is impossible to fully eliminate all risks and you should be particularly careful of slip hazards when the floor is wet or trip hazards when changing light bulbs etc.

The parish council will:

- Full training will be provided on the use of the machinery and equipment.
- Full training will be provided on the tasks to be undertaken.
- The parish council seeks to ensure that all the necessary equipment you may need is provided, but if you identify a product that would be useful please let us know.
- The parish council seeks to provide all necessary protective equipment, but please let us know if there are other items that you would find useful.
- The parish council will supervise you or contact you periodically to check that everything is satisfactory, but you are more than welcome to contact the parish council at any time to discuss any issue.

You should:

- Never place yourself in any danger when carrying out any of your duties.
- Co-operate with the parish council with regard to measures designed to protect your health and safety eg attend training and wear protective clothing.
- Fully familiarize yourself with the contents of the Health & Safety at Work poster.
- Fully familiarize yourself with the products and consumables, and follow any advice contained on the labels or on the COSHH sheets within the Pavilion Manual eg wearing protective gloves.
- Make sure you fully understand any emergency measures that must be taken if something goes wrong eg a substance gets into your eyes.
- Always take a fully charged mobile phone with you to the pavilion in case of emergencies (there is no telephone on site).
- Always try to tell someone where you are going and when you expect to return (in case you are taken poorly whilst on site).
- Fully familiarize yourself with the fire regulations, evacuation and other advice contained within the Pavilion Manual, making sure you comply with the guidance contained within.
- Fully familiarize yourself with the location and contents of first aid kits in case you require any treatment. Should an incident occur, please make sure it is recorded in the accident book and reported to the parish council as soon as possible.
- Take care when lifting potentially heavy loads eg full refuse sacks. Make sure you protect your back by bending your knees and keeping your back straight.
- Always use the correct equipment and protective clothing eg when picking up litter, always use the litter picker and wear protective gloves to protect yourself from cuts.
- Advise the parish council of any issues that you identify that may pose a risk to your health and safety so that swift remedial action can be taken.

Contact:

You are welcome to contact either of the two people listed below whenever you need to. The council will also periodically call into the pavilion to check how things are progressing and discuss any issues that may arise.

- Mrs Laurie Eagling, Clerk to Pitstone Parish Council, Pitstone Pavilion, Pitstone, Beds, LU7 9AP. Tel: 01296 767261. Email: parishclerk@pitstone.co.uk.
- Mr Dave Nicholls, Chairman of the Parish Council, 64 Marsworth Road, Pitstone, Beds. Tel: 01296 661910. Email: dave.nicholls@pitstonepc.org

Further Advice:

- Further advice from the Health and Safety Executive is available at <http://www.hse.gov.uk/pubns/indg73.pdf>
- Further advice about working safely during the Coronavirus pandemic is available at <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

Coronavirus Advice

The safety of all our staff, hirers and their guests is of paramount importance.

- You must follow the general coronavirus guidelines
- You must use hand sanitizer on entering any part of the complex and wash hands for 20 seconds regularly.
- Please clean all utensils and consumable bottles etc that you may require before and after use to avoid cross contamination.
- Please wash your clothing, including PPE, when you return home.
- You must not enter the premises if you are feeling unwell, have recently tested positive for Coronavirus or have been in close contact with someone who has tested positive.