

CUCKFIELD PARISH COUNCIL

The Queen's Hall, High Street, Cuckfield, RH17 5EL



JOB DESCRIPTION

Job Title: Part Time Facilities Officer (20-25 hours per week)

Responsible to: Parish Clerk

Salary & Grade: SCP13 £13.97 per hour (£27,334 FTE)

JOB PURPOSE

Operational management of Council owned land and buildings and associated assets.

- To manage the operational aspect of the Council's outdoor sites and services including open spaces, cemetery and play areas.
- To manage the operational aspect of all council buildings and public realm.
- To ensure that the caretaking and cleaning functions are undertaken.
- Assist with the delivery of local events and activities as required by the Council.
- To arrange for the procurement of all necessary equipment and materials and ensure maintenance and management of the same to a high standard.
- To observe the requirements of the Health and Safety at Work Act and to ensure the safety of self, work colleagues and users of the facilities, by carrying out duties in a safe manner, within guidelines as set out under the Act. Additionally to comply with any other Acts or Regulations governing the use of the facilities.
- To perform general maintenance tasks such as minor repairs and decorating at both halls, including grounds, as required.
- To carry out such other duties as the Parish Council may from time to time reasonably require commensurate with grade and responsibilities of the post.

MAIN FUNCTIONS - Indoor

1. To ensure that all Health and Safety requirements are met and Risk Assessments undertaken, including weekly, monthly and annual fire testing.
2. To ensure that customer requirements are fully met regarding the hire of Council buildings and that they are kept clean and well maintained.
3. Weekly liaison with the Admin Assistant to ensure full understanding of all upcoming bookings at both the Queen's Hall and Cuckfield Village Hall, as well as noting and arranging completion of any ad hoc tasks or repairs which may arise.

4. To maintain the premises in terms of safety and cleanliness as directed.
5. To provide a welcoming and high quality service to hirers in respect of appearance of facilities and equipment to the Parish Council facilities. Assist in resolving any queries during the hire period.
6. To act as key holder and to open and close the facilities as and when required ensuring that all security procedures are complied with, including a hall inspection at the end of each hire period to ensure hirers have complied with terms and conditions of hire.
7. The cleaning duties will involve the use of electrical/mechanical equipment, where supplied, and the use of appropriate and approved chemicals e.g. floor polishing, internal window cleaning.
8. Undertake regular inspections of the Parish Council's equipment used by hirers and ensuring all equipment including kitchen equipment, is clean and serviceable. Report any faults to the Parish Clerk.
9. To perform regular cleaning and maintenance of kitchen equipment.
10. To download data from the Speed Indicator Devices (SIDs) for circulation.
11. To perform annual PAT testing of all electrical equipment (training will be provided).
12. To ensure all Cuckfield Parish Council noticeboards are kept up to date with notices, as requested by Parish Office.

MAIN FUNCTIONS - Outdoor

1. To provide garden maintenance at both halls, to include grass cutting, hedge trimming, plant watering, weeding, planting and path maintenance.
2. Ensure regular inspections and maintenance of Council assets, including the skate bowl, bus shelters, public toilets and open spaces (including trees) to ensure safety, and keep appropriate records.
3. To provide the summer and winter floral displays for Cuckfield High Street, and ensure watering is completed as required throughout the year.
4. To ensure public areas outside Parish Council properties are kept free of obstructions, are well maintained and also during the winter months are spread with salt to prevent ice forming.
5. To undertake monthly risk assessment reviews of all outdoor assets.
6. To complete annual salt audit and response to WSCC.
7. To install and move the SIDs around the village on a regular basis.

SPECIAL CONDITIONS

1. The postholder will be required to work 20-25 hours per week, including weekends and Bank Holidays on a rota basis when required. The actual hours of work to be arranged with the Parish Clerk.
2. It will be necessary for the postholder to work hours outside the normal office hours as part of the normal week. There is no entitlement to shift or irregular hours pay or split duty allowance with this appointment.
3. The postholder may also be required to work additional hours at weekends and on Public and Bank Holidays, in which case the appropriate enhancements will be paid.
4. The Council reserves the right, subject to consultation, to revise working hours and working arrangements at any time that this is thought necessary.

PERSON SPECIFICATION

COMPETENCY	DESIRABLE LEVEL	ESSENTIAL REQUIREMENT
Qualifications	GCSE Grade C English and Maths	
Experience	Previous experience of being a responsible key holder Experience of shift working Plumbing and Electrical skills	Gardening Maintenance work IT Literacy
Communications & Related Skills		Excellent verbal communications. Ability to self-motivate and work alone, as well as in partnership with other staff.
Inter Personal	Flexible and adaptable	Excellent customer service skills, with a can do attitude. Ability to time manage self and maintain orderly records.
Physical Abilities	Appreciation of health and safety, lifting, moving of objects and ladder work. Use of ride on mowers, hedgecutters, strimmers.	Physically able to move furniture to set up and clear rooms. To clean to a high standard. Physically able to use cleaning and gardening equipment as required, as well as general maintenance tools i.e. ladders
Training	First Aid Manual Handling Health & Safety Ladders COSHH PAT Testing	Prepared to attend training courses when necessary.