

CONGLETON TOWN COUNCIL

JOB DESCRIPTION/PERSON SPECIFICATION

Post: **FACILITIES OFFICER**

Responsible to: **Town Hall Manager**

Job Purpose

- **To work within the Facilities Section of the Council to supervise the smooth running of the Town Hall and other assets including the Paddling Pool**
- **To assist as necessary in the delivery of other services delivered by the Section.**

Main Responsibilities

1. To be the premises supervisor when on duty, looking after the smooth running of the use of the rooms, events & functions, liaising with the hirer and commercial partner
2. When supervising the premises to be responsible for safety and good order, supervising any door staff and being the duty First Aid Appointed Person and Fire Warden.
3. When supervising the premises, to be responsible for the safe keeping of money for functions and events operated by the Council.
4. When supervising the premises to regularly inspect facilities and ensure their ongoing cleanliness.
5. When supervising the premises, to deal with any customer needs or complaints.
6. To maintain and operate effective administrative support systems.
7. To work flexible hours to facilitate the needs of the job. To be a key holder if required.
8. To undertake cleaning duties within the Town Hall and other assets in accordance with the agreed cleaning schedule.
9. To prepare areas within the Town Hall for the use for which they have been hired and to set up seating, tables, staging and other equipment as required.
10. To clear up after events and functions and to return equipment and fittings to their stored position.
11. To work with and support any commercial partner of the Council in delivering services or events.
12. To assist in minor maintenance work within the Town Hall.
13. To stand in if required for an Attendant at the Paddling Pool.
14. To assist if required, the work of the Streetscape team.
15. To adhere to the principles of customer care, equality, quality management and good health and safety standards.
16. To undertake other tasks allocated by the Council which are within the competence and capability of the post holder.

FACTOR	REQUIREMENT	METHOD OF ASSESSMENT
QUALIFICATIONS	E To have a good standard of basic education.	Application Form
	E To hold a First Aid Appointed Person Certificate & have had Fire Warden Training	Application Form

	D To hold a Personal Licence if required	Application Form
EXPERIENCE E = Essential D = Desirable	E Experience of supervising a multi-purpose or licensed premises.	Application Form and Interview
	E Experience of working on own initiative and reporting performance outputs.	Application Form and Interview
	D Experience in building caretaking	Application Form and Interview
	E Experience in dealing directly with customers.	Application Form and Interview
	E Experience in keeping administrative record and supervising cash.	Application Form and Interview
	D Experience in undertaking minor building maintenance	Application Form and Interview
	D Experience of Microsoft Office or other relevant IT.	Application Form and Interview
KNOWLEDGE/ SKILLS	E A knowledge of building cleaning procedures, materials and equipment.	Application Form and Interview
	E Ability to communicate and gain support from customers, partners and visitors.	Application Form and Interview
	D Ability to motivate others and help them develop.	Application Form and Interview
	D An understanding of local government and its interface with the community sector.	Interview
	D Computer literate.	Application Form and Interview
	E Ability to keep accurate records.	Application Form and Interview
	E Ability to balance conflicting demands and to find acceptable ways forward	Application Form and Interview
OTHER	E Ability to work under pressure.	Interview
	E Flexible approach to deadlines.	Interview
	E Self motivating and innovative	Interview
	E Commitment to customer care, and equal opportunity in employment and service delivery.	Interview
	E Dedication to the raising of standards in the Town Hall.	Interview

	E	Willingness to work outside office hours and flexibly	Application Form and Interview
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