

Job Description: Facilities Assistant

Hours: Part time 20 per week. Occasional overtime may be needed at busy periods.

Contract: Permanent (Initial 6 month review)

Base: Whitehaven AFC, The County Ground, Coach Road, Whitehaven, CA289DD

Responsible to: Chairman + Vice Chairman (Operations)

Employed by: Whitehaven Football Club Ltd

Liaison with: The general public, community groups, businesses, public sector bodies, contractors and suppliers.

Whitehaven AFC is looking for a flexible, self-motivated and hard-working person to join our club.

About Us:

Whitehaven AFC is community run football club offering football to children and adults in the community of West Cumbria.

We are searching for a Facilities Assistant to help us care for our buildings and grounds.

Job Purpose:

To be responsible for the maintenance of interior and exterior areas at The County Ground.

Key Duties and Responsibilities

- Grass cutting of two pitches and other communal areas
- Strimming edges and other unattended areas as instructed
- Emptying of bins and cigarette trays around facility into main bin
- Brushing of our state of the art astro turf surface using a specially built tractor with brushes
- Painting and general decoration
- General installation: e.g. Shelving, display boards
- Basic plumbing and electrical: e.g. leaks, blockages, changing bulbs, minor installation and repair.
- Contacting and meeting relevant contractors where in-house repairs are not possible or for ongoing works using club approved contractors.
- Undertake cleaning requirements as directed working alongside cleaner
- Maintenance and organisation of general furniture and equipment.
- Inspection and repair of furniture
- Furniture removal/ set up for bookings and activities as instructed
- Maintain the appearance and condition of the facility internally and externally; proactive raising areas needing attention to line management.
- Clearance of rubbish, debris and management of waste across the site including litter picking.
- Ensure that the Health and Safety regulations, policies and procedures relating to site and grounds are fully observed
- Monitoring and testing of property compliance requirements as part of a team monitoring schedule e.g. fire, emergency lighting and legionella
- Occasional help behind bar/ in kitchen (training provided)

Person Specification

Essential skills, knowledge and abilities:

- Experience of caring for outdoor areas, mowing, strimming, pruning etc
- Experience in a maintenance role, undertaking repairs and have practical knowledge which can be applied
- Experience of working under own initiative as well as part of a team
- Experience of managing own workload and making delegated operational decisions.
- Good time management skills
- Excellent organisational skills
- Be able to work in a physical role requiring lifting and manual labour
- Proactive, friendly and enthusiastic
- A positive attitude
- The ability to form positive relationships with Facility Users, Coaches and Children
- Be willing to help with any other reasonable tasks required within reasonable

Desirable skills, knowledge and abilities:

- Experience of cleaning tasks
- A clean UK Driving Licence
- Experience of dealing with a wide variety of people from difference audiences
- Experience of working on a bar or within a kitchen
- Knowledge of water control and safety management, fire safety and COSHH

Equal opportunities

Whitehaven AFC are committed to achieving equal opportunities in the way the club delivers services to the community, and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Training can be provided in the following:

- Operation of machinery and lawnmowers/ tractors
- COSHH
- Fire Safety and marshalling
- Basic First aid

Safeguarding Commitment

Whitehaven AFC and The FA are committed to safeguarding and protecting the welfare of children/young people and adults. We expect all staff and volunteers to share this commitment. An Enhanced DBS check will need to be carried out prior to commencement of employment. If the applicant already has a DBS then FA regulations state we still need to carry out our own.

Job Types: Part-time, Permanent

Part-time hours: 20 per week

Salary: Minimum Wage for age group

Closing date: 3rd October

Interviews: 5th October

To apply please send your CV and Covering Letter to: Luke.johnston@whitehavenafc.com