



# DISLEY PARISH COUNCIL

## JOB DESCRIPTION

<b>POST:</b>	<b>Community Centre Building Supervisor</b>
<b>POSITION REPORTS TO:</b>	<b>Parish Clerk</b>
<b>LOCATION:</b>	<b>Disley Community Centre</b>
<b>SALARY GRADE:</b>	<b>SCP 3-5: £9.39/hour-£9.77/hour</b>
<b>HOURS OF WORK:</b>	<b>Initial 10 hours per week rising to 20 hours per week as required. Flexible hours depending on hall hire - including evening and weekend work.</b>
<b>LEAVE ENTITLEMENT:</b>	<b>5 weeks equivalent p.a. increasing to 6 weeks equivalent p.a. after five years continuous service. Plus public holidays.</b>
<b>UNIFORM:</b>	<b>Disley Parish Council-branded clothing and PPE will be supplied and must be worn whenever on duty.</b>

### JOB PURPOSE

To undertake tasks relating to the hiring and management of Disley Community Hall and undertake the cleaning, maintenance and improvement of Disley Community Centre facilities.

To present a positive image of Disley Parish Council in relation to the Community Centre and within the wider community.

### KEY RESPONSIBILITIES

#### 1. Cleaning and Servicing

- To clean and service all the facilities (including toilets and kitchens) and floors of the Community Hall, Library, Council Offices and foyer on a regular, planned basis and to a high standard.
- To ensure that the building remains tidy while in use and that all furniture and equipment is appropriately stored after use.
- To ensure all bins are emptied and all areas are clean prior to use.
- To monitor stocks of cleaning supplies and other consumables and to order replenishment stocks in good time.

#### 2. Hall bookings

- To liaise with new hirers regarding specific requirements.
- To assist the Admin Assistant regarding new hirers and booking changes.

- To set up rooms to agreed layouts including chairs, tables and other equipment as required.
- To provide refreshment trays for hirers as requested.
- To assist hirers at the start and end of each booking.
- To communicate hirer feedback to the Admin Assistant.

### **3. Community Centre management**

- To regulate and monitor the heating system appropriately.
- To monitor electricity usage e.g. ensuring lights and appliances are only used when required.
- To take regular gas and electric meter readings.
- To monitor supplier services e.g. bin collections.

### **4. Maintenance:**

- To ensure that the Parish Clerk is informed of relevant maintenance issues.
- To undertake maintenance tasks wherever possible e.g. changing light bulbs, replacing clock batteries.
- To assist the Clerk in specifying maintenance work, selecting contractors and monitoring contractors on-site.
- To liaise with regular contractors on-site e.g. heating, electrical or alarm engineers etc.
- To research product and services suppliers for Community Centre maintenance projects.
- To liaise with Village Rangers regarding joint maintenance and improvement projects.

### **5. Health & Safety**

- To maintain the Community Centre Health and Safety files.
- To undertake weekly, monthly and annual Health and Safety tasks.
- To conduct an annual Health and Safety Risk Assessment for the Community Centre.
- To highlight issues with Health and Safety equipment e.g. defib unit, fire extinguishers, first aid kit etc.
- To liaise with pest control contractors as necessary.

### **6. Site security**

- To lock and unlock the Hall at times appropriate to the booking schedule and to secure the premises when the Centre is not in use.
- To be responsible for site keys and be the recognised site keyholder
- To ensure areas of the building not in use remain alarmed.

### **7. Communications**

- To report Community Centre and wider village issues to the Clerk and Admin Assistant.
- To liaise with volunteer groups, such as PRIDE, as necessary.
- To promote a positive image of Disley Parish Council at all times.
- To act in a helpful and professional manner.

### **8. Village events**

- To assist with preparation for community events e.g. litter picks, well-dressing, Remembrance Sunday and Christmas Extravaganza etc.
- To attendance on the day of the event if necessary.
- To assist with dissembling and tidying up.

## **9. Training**

- To undertake relevant training as required by the role e.g. Health & Safety, Manual Handling etc.

## **10. Other duties**

- To attend weekly staff meetings.
- To ensuring the health and safety of the public and Council staff (including yourself) at all times.
- To undertake any other reasonable duties required to maintain the Council's activities and high service levels.

## Person Specification – Community Centre Building Supervisor

Key Requirements	Essential	Desirable
<b>Qualifications</b>		
GCSE English Language and Maths (or equivalent)		√
First Aid Certificate		√
Health & Safety at Work Certificate		√
Demonstrable good level of literacy and numeracy	√	
<b>Experience</b>		
Experience of working in a public-facing role	√	
Experience of carrying out minor maintenance tasks		√
Experience of engaging and working with the community.		√
<b>Knowledge</b>		
Knowledge of local authority functions		√
<b>Skills</b>		
Good communications skills	√	
Good organisational and prioritisation skills	√	
Good initiative	√	
<b>Personal Qualities</b>		
Ability to work well in a team	√	
Friendly, courteous and helpful	√	
Enthusiasm, flexibility and a “can do” attitude	√	
Self-motivation/ability to work alone	√	
Creative problem-solving	√	
Able to maintain confidentiality	√	
Physically capable of carrying out the duties required.	√	
Sense of civic pride	√	
High work standards	√	