

JOB TITLE:	Grounds & Facility Maintenance Person
LOCATION:	Garioch Sports Centre
RESPONSIBLE TO:	COO / Senior Management Team
STATUS / HOURS:	Part Time (25 Hours Weekly)

PURPOSE OF JOB

The 'Grounds & Facility Maintenance Person' role is to manage and maintain all facility grounds and equipment to the highest standard. To provide quality facilities and service to all customers visiting the Garioch Sports Centre and to ensure the standard of service, customer care and professionalism are exceeded.

PRINCIPLE DUTIES AND RESPONSIBILITIES

- To maintain centres grounds to the highest standard.
- To organise and prepare the centres grounds for any planned activities.
- To ensure the high standards of cleanliness and hygiene is maintained.
- To ensure a high standard of customer care and service is maintained.
- To ensure all centre policies and procedures are carried out and adhered to.
- To always promote and champion the centre and its brand.
- Cutting and maintenance of all grass areas within the centre's grounds.
- Keep grounds swept of litter daily along with emptying of all external facility bins when required.
- Surface brushing of community 3G football pitches on a weekly basis.
- To maintain and service all goalposts on community 3G football pitches and grass pitches.
- Weekly community 3G football pitch lines & seams checked through walk overs.
- Ensuring containers, grounds shed, and compounds are tidy and organised.
- Lining of grass football pitches when football games are schedule to be played.
- Maintenance of car parks including treating and clearing of snow in winter months.
- Any internal maintenance required, including painting and other general repairs and renewals.
- Maintenance and upkeep of all grounds /centre machinery and equipment.
- Work alongside the senior management team and operations team to complete any other tasks required.
- To ensure the health and safety of all employees and facility risk assessments are always adhered to.
- Ensuring correct personal protection equipment (PPE) is always worn.
- To utilise any qualifications / training which would assist in achieving Garioch Sports Centre's goals.



HOURS OF ATTENDANCE

- 25 hours weekly across 5 days.
- Overtime is occasionally available and paid at the hourly rate.
- Hours of work are predominantly 7.30am – 12.30pm Monday – Friday
- Hours and days of work can change depend on weather and job requirements.

WORKING CONDITIONS

- Complete flexibility is required due to the opening hours of the centre.
- This list of duties is not intended to be exhaustive but highlights several of the major tasks of the post.
- You may be required to undertake additional duties from the senior management team of which might reasonably be expected of you and which form part of the function of the post.
- Every job description will be subject to review on an annual basis, or
- As a result of a change of strategic management, or
- As a result of team/operational requirements, or
- As a result of agreed staff development and appraisal needs and objectives.

PERSON SPECIFICATION

- Experienced in general maintenance and groundwork preferred.
- Must enjoy and have excellent levels of customer service.
- Must be able to follow instructions clearly and plan/schedule works accordingly.
- Must be hardworking, honest and reliable.
- Willingness to work flexibly when required.
- Must be physically fit and able due the nature of work.
- Must be able to work on own initiative and as part of overall GSC team when required.
- Must be able to work in a punctual and organised manner.
- Must have the confidence to take charge in any situation.
- Experienced and knowledgeable of working with ground maintenance machinery preferred.
- Applies high levels of health and safety to all aspects of work.
- Is approachable with good interpersonal skills.
- Excellent communication skills both oral and written.

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Employee's Name: _____

Signature: _____ **Date:** _____

Manager's Name: _____

Signature: _____ **Date:** _____