



Job Description

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| 1. Job Title | Heart of the Park (formerly Leigh Park Community Centre) Attendant |
| 2. Hours | Casual to be agreed |
| 3. Salary Band | Band A |
| 4. Responsible to | Facilities Manager |
| 5. Office base | Heart of the Park (formerly Leigh Park Community Centre), Dunsbury Way, Havant PO9 5BG |
| 6. Contract | Casual |

Job Purpose

Your job is to supervise the occupation of the Centre by hirers, ensuring access to the building and being responsible for opening and locking the building, meeting the expectation of our customers including centre users and hirers.

Responsibilities

Supervising the premises

- Provide an efficient and effective caretaking service for Heart of the Park including ensuring the overall security, safety and general appearance of the building during shifts.
- Maintain the security of the premises and its contents in accordance with the user's current requirements and those of Community First. This will include overall responsibility for opening and locking up of the building including lights and internal and external doors.
- If required and in absence of Facilities Manager and/or Centre Co-ordinator attend to visitors requiring help or information.
- Attend training courses and comply with the requirements of Health and Safety, other relevant legislation and Building policies.
- Help maintain the security of the centre allowing people to drop in whilst not compromising health and safety and security of other centre users and groups
- Demonstrate a commitment to Equal Opportunities.
- You will ensure that services are delivered safely and are compliant with Community First Health and Safety policies and all other legal requirements promoting safe working practices and a safe working environment throughout the centre.
- Clear blockages where urgent and possible, remove foreign matter from sinks, toilets, and clean up spillages as required. Where appropriate ensure that external building and grounds are litter free.
- Ensure clear and safe pedestrian access to the building during opening hours particularly ensure in wet weather, floors do not become too wet and slippery.

- Dispose of waste where required in a safe, hygienic manner. Any hazardous or potentially dangerous waste should be disposed of in accordance with recognised procedures and legal requirements.
- Undergo and take part in relevant training with other staff and volunteers, in for example supervision and performance development, emergency first aid at work, manual handling and other courses as required in order to carry out your duties.

Managing the use of the building

- Liaise with the Centre Co-ordinator and Facilities Manager to ensure all bookings and hires for your shift are known and all requirements regarding room use and set up/pack down arrangements are clearly defined. You may be required to set up and clear away furniture and equipment, checking that it is in good working order and that it is stored and moved around the building in a safe manner.
- Help to organise the preparation and dismantling of various functions from small meetings to large dinner dances, parties and conferences. The post may require a lot of manual handling which will involve lifting/moving, setting up/packing away of furniture.
- Responsible for ensuring safe storage of all equipment when not in use, maximising best use of space and ensuring that items are stored in accordance with manufacturers' specifications and in compliance with any relevant H&S legislation or requirements, including COSHH.
- Liaise with facilities manager to ensure keys are logged out and returned promptly and check that all locks are in good working order
- Maintain appropriate records including walk around safety checks,
- Report emergencies in the case of faults with gas, electric and water supply to the Facilities Manager.
- Ensure the building is kept secure out of hours and that fire and intruder alarm systems are set.
- Attend training courses and comply with the requirements of Health and Safety, other relevant legislation and Building policies.

General

- To communicate in a professional, constructive and non-discriminatory manner with all customers, centre users, hirers and members of the public, where necessary referring concerns or complaints to the Facilities Manager.
- To undertake any other responsibilities and duties appropriate to the nature and salary grade for the post.
- To demonstrate a flexible attitude to the work environment.
- To co-operate with colleagues throughout Community First to enhance the development and effectiveness of Heart of the Park and support its integration with other Community First teams and services.
- This post, due to the nature of the work, is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act, 1974. Applicants are, therefore, not entitled to withhold information about convictions which, for the purposes, are spent under the provisions of the Act, and in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary actions. In addition, you will be required to undertake a DBS check.



Heart of the Park (formerly Leigh Park Community Centre) Attendant

Person Specification

You will have some practical experience of securing buildings and working in a community building including an awareness and understanding of importance of health and safety. Some experience of dealing with members of the public and working with groups and individuals in a community setting would be an advantage.

Essential

You will:

- Be approachable and enthusiastic
- Be good at supervising the occupation of a building.
- Be a good communicator
- Have good practical skills
- Be physically fit and capable of manual work
- Have good understanding and knowledge of building security
- Have good understanding of health and safety requirements
- Be able to work in a busy demanding environment
- Be able to work as part of a team
- Be flexible and cover for other staff or fill in where required to get the job done.
- Be prepared to learn on the job
- Show commitment to Equal Opportunities

Desirable

You will:

- Have good basic education recognising that attitude and application is more important in this role
- Have some knowledge and awareness of working with volunteers
- Have experience of working with or within diverse communities and be able to get on with people of all ages and backgrounds including showing respect and compassion to those who may be vulnerable
- Be creative and willing to suggest new ideas to attract new users