

# PREMISES OFFICER

## Job Description

### **Objective:**

The Premises Officer is to ensure the Village Hall (and Cottage, and grounds) are kept clean and tidy and maintained to a high standard observing all Health and Safety Regulations and always mitigating any risks where possible.

The Premises Officer is the Parish Council's front-line representative in any dealings with members of the public and are expected to be a good ambassador for the Parish Council, providing any information required in a helpful manner and dealing diplomatically with any issues that may arise.

The Premises Officer is expected to plan their workload to meet the requirements of the Parish Council.

### **Job Description**

#### **Main Tasks:**

1. Produce and maintain a standard operating procedure manual for your role.
2. Order stock and cleaning materials as required, within current budgets.
3. Complete time sheet and submit to the Parish Council Office on a weekly basis.
4. Liaise with outside contractors. Oversee maintenance work and contracts if required.
5. Liaise with organisations/groups who hire the premises.
6. Attend Staff meetings when required.

#### **Security of Premises and Contents**

1. The Village Hall and Cottage are never to be left unattended at any time – **in compliance to Insurance requirements.**
2. To be responsible for the security of the premises and contents
3. To make secure the premises and set security alarms at the end of closing time – **in compliance to Insurance requirements.**
4. Lock and unlock entrance doors - **in compliance to Insurance requirements.**
5. Ensure windows are closed and locked – **in compliance to Insurance requirements.**
6. Report trespass and unauthorised parking.
7. Carry out emergency security repairs where possible or advise the Parish Manager as necessary.
8. Ensure there is no unauthorised removal of equipment from the premises.

#### **Recreation Ground**

1. Lock the toilets weekdays and weekends at 4pm October to March and at 7.30pm April to September.
2. Open toilets at 9am at weekends and close as per weekday times.
3. Open and close changing rooms on Saturday / Sunday as per football schedule.
4. Clean changing rooms after matches.

## **Heating**

1. Operate the heating and hot water plant.
2. Ensure that recommended temperatures are maintained (if not able to do so, report to the Parish Council Office)
3. Carry out frost precautions.
4. To know the location of main stopcocks, gas supply and mains electricity breakers.
5. Ensure that proper safety precautions are observed for the boilers.

## **Electrical Installations**

1. Report any defects to the Parish Manager for attention.

## **Energy Conservation**

1. Implement all agreed policies as required by Parish Council.
2. Promote Energy Conservation awareness within the Establishment.
3. Switch off unnecessary lighting during the day and all lighting (except security) when closing the premises.

## **Emergencies**

1. Deal with, or arrange to be dealt with, all burst pipes, leaks, flooding, fire, breakages, as appropriate. Liaise with the Parish Office as necessary.
2. Arrange for Contractor to deal with all electrical, gas, water or any other installation emergencies. Make safe initially by switching/turning off supply and observing Health and Safety Recommendations.
3. Liaise as necessary with Emergency Services including calling in Emergency Services if required.
4. Ensure clear access, and assist if required, all emergency services.

## **Maintenance Work**

Carry out general maintenance work to include painting, small repairs, carpet cleaning etc.

## **Inside Areas**

1. Areas to be cleaned on a daily and weekly basis as per the Cleaning Schedule.

## **Outside Areas**

1. Inspect outside fabric of all buildings, report defects to the Parish Manager for repairs as appropriate.
2. Clean hard areas and paths.
3. Empty litter bins weekly.
4. Clean dustbin areas.
5. Keep access paths clear and all hard areas safe during snow and frost conditions and minor flooding and emergency situations.

## **Porterage**

1. Receive and transport to stores all deliveries (not contractors of high-risk specialised materials).
2. To set out and put away furniture as required, provided that reasonable notice is given.

## **Health and Safety**

1. To have a good working knowledge of the Health and Safety at Work Act 1974 as it relates to own working environment.
2. To ensure that mechanical aids, steps and other equipment are in a safe condition.
3. To report any unsafe furniture or structural defect, where noticed to be defective and remove from use where practical.
4. Visually check fire-fighting equipment and report any defects.
5. Test fire bell and check fire exit doors weekly. Check that routes are clear.
6. Bring to the attention of the Parish Manager any flagrant disregard for Health and Safety Regulations by hirers.

## **Other Duties**

1. Carry out reasonable overtime requirements.
2. Synchronise clocks, time switches as required.

## **Training**

Premises Officers may be required to attend Training Courses and undergo training as necessary and train other relevant personnel as required.