

## **Raunds Town Council**

### **Job Description – Operations Officer Saxon Hall**

Saxon Hall staff are line managed by the Operations Manager, who reports to the Town Clerk.

The post represents the face of the Council and as such requires the supervisor to be helpful, tactful and carry out the duties to the highest standards of public service.

The Saxon Hall is available for hire seven days a week, from 8.00 am to midnight and the role involves working some unsociable hours. Lone working is a feature of much of this role.

#### **Purpose of the Job**

##### **1.0 Supervision**

1.1 To supervise the running of the Saxon Hall as required by the Council on a rota basis. Rotas will be provided weekly in advance but additional hours may be required at short notice to cover other staff absences or short notice bookings.

1.2 From time to time the Council may also require you to work at other locations within Raunds.

1.3 Conduct prospective hirers around the premises.

1.4 Monitor the running of all boilers ensuring heating systems are working correctly and hot water is within appropriate temperature range.

##### **2.0 Security**

2.1 To maintain the security of the building and surrounding areas (including open spaces and car park) at all times:

- To open up and lock building as required;
- Lock all rooms not in use (including office if not manned).
- Ensure public has no access to boiler room, chemical stores etc.
- Locking-up procedure includes - carrying out a careful security check of the building to ensure no one is left inside; paying attention to all areas accessible by the public. Turning off all lights, ensuring no equipment is left on. Checking all window locks, emergency exits and locking all internal doors;
- Check for any room or equipment damage caused by hirers or the public and reporting (in writing) any incidents;
- To be vigilant at all times for anti social behaviour and ensuring only hirers and their members, guests etc enter the premises.
- Set or unset alarm system.

### **3.0 Setting out rooms**

3.1 Prior to room bookings taking place rooms will require setting out as requested by hirers.

- Tables and chairs should be checked to ensure they are undamaged and clean;
- Clean off any marks and ensure rooms are presented in a clean and tidy manner.

### **4.0 Cleaning**

4.1 To provide an effective cleaning regime at the Saxon Hall, some activities will take place after the Hall has closed but it is expected other cleaning activities will be undertaken during duty hours while rooms are not in use.

- Remove all litter and maintain a safe working environment;
- Wipe tables and chairs after bookings if unclean.
- Clean toilet and urinals after each booking and more often during larger events, ensuring adequate supplies of soap and toilet rolls;
- Clean all toilet areas: floors, sinks, mirrors and door handles, cleaning walls and doors to remove marks as required.
- Corridors and toilets: Mop up any spillages or wet areas, that pose a health & safety risk, as soon as practicable; hirers can be lent equipment to clear any mess they make in rooms they have booked.
- Clean kitchens, sinks, surfaces, floors and cupboards on a regular basis using proprietary products. Crockery should be inspected to ensure it is clean and ready for hirers. Refrigerators, cookers and microwave ovens cleaned out after each use. Foodstuffs should not be stored in refrigerators after hirers use.
- Sweep and mop all floors with proprietary cleaner and water after bookings, displaying appropriate warning signs whilst the floors are wet;
- Dust all surfaces, dado rails, window sills on a regular basis;
- Clear cobwebs from ceilings and walls periodically using appropriate long handled brushes.
- Windows are periodically cleaned by a cleaning company but in between, windows should be wiped clean of any marks.

### **5.0 Open Spaces, play areas and car parks**

5.1 Patrol open spaces/car park around Saxon Hall on a regular basis while on duty; to remove litter and maintain security.

5.2 Maintain foot paths and open areas around the Saxon Hall in a clean and tidy state. Remove any obstructions, tripping hazards or dangers (such as broken bottles). Cut back any bushes or brambles growing over pathways and clear any leaves or other obstructions from paths.

5.3 Maintain public notice boards as requested, placing public notices on the town notice boards and certifying display.

- Ensuring notices are clearly displayed in a presentable manner and removed on their expiry dates.

## **6.0 Snow and ice clearing**

6.1 To maintain designated areas clear of snow and ice, in accordance with the Council's snow clearing policy as requested.

- Clear and grit paths;
- Place appropriate warning signs in areas of public risk.

## **7.0 General maintenance duties**

7.1 The role includes carrying out simple maintenance procedures appropriate to the role.

- Unblocking sinks;
- Gardening – watering, weeding, pruning;
- Painting.

## **8.0 Health & Safety issues**

### *8.1 Hirers*

- If any unsafe practices adopted by hirers are observed, these should be drawn to their attention immediately. Any continued risks reported to line manager as soon as possible.
- Check hirers are only using electrical equipment that has been safety tested and carries a PAT test certificate.

### *Staff*

8.2 To work in accordance with the Council's health and safety policy, practices and any working procedures.

8.3 Not to undertake any activities which would endanger you or put the public at risk.

8.4 To wear protective clothing as required:

- Uniform when on duty;
- Gloves when cleaning or clearing waste;
- Hi-Vis jackets when on duty in open spaces.

8.6 To observe extreme caution when undertaking the removal of any sharps or hypodermic needles – always use gloved hand/litter picker and place in a sharps container for safe disposal.

8.7 To maintain a current first aid certificate for use in emergencies.

8.8 All equipment should be checked before use to ensure it is fit for purpose, unbroken and safe to use. Remove from use and report immediately any unsafe equipment or appliances. Mark any unusable items appropriately to warn other users.

8.9 Staff must be familiar with fire evacuation procedures and what to do in the event of fire.

### *Training*

8.10 To undertake appropriate training from time to time and apply what is learnt to your role.

### **9.0 Flag Flying**

9.1 Responsible for raising and lowering flags when required.

### **10.0 Any other duties**

10.1 Any other duties the Council shall determine which is commensurate with the post.

**This job description is not intended to be inclusive or exhaustive.**