



## Part Time Facilities Team Member

Applications are invited to become part of our Facilities Team, based primarily at our newly refurbished Community Centre in Hellesdon, who can assist us with looking after our buildings, play areas and other local services we provide. We are looking for someone with good practical skills with a knowledge of health and safety, but would be willing to provide training for the right applicant. The right applicant will be a good team player who takes pride in their own work and enjoys working with members of the public.

Duties include, but not limited to:

**Cleaning of all Buildings and Restocking Consumables**

**Setting up Community Centre to Hirers' Requirements**

**Setting up Tennis/Netball Courts to Hirers' Requirements**

**Polite and Courteous Customer Service**

**Inspection, Maintenance and Repair of Parish Assets**

**Monitoring the Community Fridge**

**Gardening duties leading to more advance grounds work with training and qualification**

**Unlocking/Locking/General Security of Parish Assets**

**Identifying and Resolving Health and Safety Issues**

**Keep Outdoor Areas Clean and Litter Free**

**Light Gardening Duties and Grass Cutting**

**Liaison with Contractors for Specialist Works**

**Showing Potential Hirers Around the Community Centre**

Driving licence essential

**Hours: Part Time (22.5 hours per week). Three shifts per week on a rota basis.**

**Pay: SCP 7 (currently £12.63 per hour – with 2024 pay award pending)**

**Location: Hellesdon Community Centre (but would be expected to travel to other parish facilities in company van)**

For an informal discussion concerning the role please contact Faye LeBon on 01603 301751. For further information and an application form, please visit our website at [www.hellesdon-pc.gov.uk/about-us/vacancies](http://www.hellesdon-pc.gov.uk/about-us/vacancies) or email [clerk@hellesdon-pc.gov.uk](mailto:clerk@hellesdon-pc.gov.uk)

**CLOSING DATE: Friday 28<sup>th</sup> June (midday).** Hellesdon Parish Council reserves the right to close applications early if a suitable candidate is found