

# **RUGBY BOROUGH COUNCIL**

## **JOB PROFILE**

<b>Post No.</b>	70276
<b>Post Title:</b>	Casual Hall Attendant – Benn Hall
<b>Unit/Team:</b>	Benn Hall
<b>Grade:</b>	£14.18 (including enhancement for statutory holiday entitlement)
<b>Service:</b>	Leisure & Wellbeing
<b>Reports to:</b>	Operations Manager – Benn Hall
<b>Issue Date:</b>	August 2022

### **PURPOSE OF THE JOB**

The service aims to provide a safe and clean working environment and to meet the needs of users in relation to their use of the building. To provide a service to the users of the Benn Hall to ensure the building is set up for the requirements for the day.

### **1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

- 1.1 To set up and take down room layouts for all functions that day and all set ups as required at the Benn Hall
- 1.2 To report any maintenance jobs to the Operations Manager
- 1.3 Undertake general maintenance within the Benn Hall, e.g. changing light bulbs, light painting etc
- 1.4 To assist cleaning staff as and when required
- 1.5 To empty bottle skips and recycling to the external bins
- 1.6 To ensure all equipment is in working order and of good repair
- 1.7 To open up, lock up and operate the alarm system

### **2. OTHER DUTIES AND RESPONSIBILITIES**

- 2.1 To ensure all equipment is safely and tidily stored at the end of each shift.
- 2.2 Move furniture, equipment and deliveries for the Benn Hall

- 2.3 To be Fire Marshal for the Benn Hall and complete fire safety checks weekly/monthly (training provided)
- 2.3 Any other reasonable duties as requested by your manager, duty manager, in line with your skills and knowledge.

### **3. SUPERVISORY RESPONSIBILITIES**

When on duty and if required by the Operations Manager, general direction of the cleaners.

### **4. FINANCIAL RESPONSIBILITIES**

No cash handling will be involved

### **5. RESPONSIBILITY FOR ASSETS AND DATA**

- 5.1 Responsible for all set up equipment and to that it is in good working order.

### **6. EXTENT OF PUBLIC CONTACT**

Members of the public, contractors and council officers

### **7. WORKING CONDITIONS AND ENVIRONMENT**

Unsocial hours and weekend work is required

### **8. CORPORATE RESPONSIBILITIES**

All staff have to act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

Financial Accounting  
Equality and Diversity  
Health and Safety  
Risk Management  
Anti- Fraud  
Data Quality and Data Protection  
Business Continuity  
Major Emergency Plan  
Procurement and Contract Management

## Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

### **9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS**

Refer to Person Specification attached.

**Signed as agreed:**

Postholder

Date

## PERSON SPECIFICATION

### Post: Casual Hall Attendant



For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
An ability to communicate clearly and courteously.	E	A,D
The ability to undertake tasks such as lifting and moving of heavy objects.	E	A
Ability to work without direct supervision, and work on their own initiative.	E	A,I
Have knowledge of the health and safety issues such as manual handling.	E	A,I,D
Committed to providing a high level of customer service.	E	A,I
A commitment to work within our CAN DO values	E	A, I
Previous experience in caretaking or similar position	D	A,I

Application	A
Interview	I
Test (written, presentation, practical – eg word processing)	T
References	R
Documentary – eg certificates	D