



Job & Person Description

Job Title	Facilities Supervisor
Department	Operations
Reports to	Operations Manager
Responsible for	Facilities Team
Purpose of role	
To supervise and coordinate the day-to-day maintenance and cleaning of the Stadium & Training ground ensuring a safe and effective working environment and provides the best possible experience for all our fans, customers, and staff.	

Main Duties

Duties

- Reporting to the Operations Manager, proactively lead, manage and assist the cleaning and facilities team with maintaining the stadium and training ground to the highest standards.
- To support the Head of Operations & Safety & Security Officer in the delivery of Stadium operation
- Deliver the highest standards of health & safety, ensuring that the stadium operates in a safe environment & all records updated as necessary, including environmental, health & security standards
- Supervise multi-disciplinary team of staff including cleaning, maintenance whilst working alongside grounds, reception and security
- Ensure that basic facilities, such as water, power, lighting, heating, & cooling, are well maintained
- Continuously work to increase energy efficiency/cost-effectiveness across all areas of the business
- Ensure optimum deployment of staff and other resources
- Liaise and manage contractors and trades whilst onsite including security, parking, cleaning, catering and waste disposal
- Oversee the maintenance, repair, and inspection of all buildings, mechanical, electrical, HVAC, plumbing, safety, and waste management for both the Stadium & training ground in line with budgets.
- Working with the Operations Manager & Safety Officer, attend, assist, and manage Matchday cleaning & maintenance preparations & operations ensuring meets EFL/SAG/SGSA requirements
- Oversee maintenance consumables budget and ensure efficient and cost-effective purchase of services and consumables.
- Maintain H&S standards & records in conjunction with Operations Manager.
- Provide project support & assistance to Operations Manager & senior management team
- Working with the Operations Manager to improve the sustainability & energy efficiency of the Club's estate.
- Managing the opening and closing of the Stadium
- Demonstrate the Peterborough United FC values at all times.
- Work alongside other team members to support in other departments as and when required to promote best practice.

Other responsibilities

- Be aware of the PUFC policies, procedures & best practise so that concerns of non-compliance can be raised at all times e.g. Safeguarding, Inclusion, Diversity
- Work within the company processes (People, Finance, Training, Estates and Marketing Team).

Seek advice & guidance if required ensuring employees and processes work seamlessly together

- Attend meetings, training and professional updating as and when required
- To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
- To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- To uphold the values of Peterborough United Football Club (PUFC) and not tolerate offensive, discriminatory or intimidating language or behaviour.
- To act as an ambassador/role model for PUFC and consider conduct takes into account the club's commitment to equality and safeguarding.
- To ensure PUFC provides a level playing field for all its fans, players and guests.
- Promote EFL and FA regulations and ensure compliance with these.

In addition to these responsibilities carry out such duties as may reasonably be required. The above duties are a guide to the nature of the work required & are not intended to reflect all tasks associated within the role.

Person Specification

These are the attributes you need to be to be considered for this role. All criteria are essential unless stated as desirable only. To be considered for working at PUFC we expect you to share and demonstrate Our Values. These are a key part to you getting the most out of work at Peterborough United Football Club.

Experience & Qualifications

- Previous relevant experience in a similar role or can demonstrate transferrable skills.
- Relevant industry qualifications (i.e., Health & Safety) desirable but not essential.
- Previous supervisory experience desirable

Skills and personal attributes

- Ability to build excellent working relationships with our managers colleagues and staff.
- Plan and prioritise workload so that deadlines and standards are met.
- Strong work ethic with a can-do attitude with drive and self-motivation
- Basic IT skills
- Accuracy and attention to details
- Solution focussed mindset.
- Full UK Driving license required.