



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 which complies with all laws and regulations 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.
- Liaise and manage contractors and trades whilst onsite.
- Oversee the maintenance, repair, and inspection of all buildings, mechanical, electrical, HVAC, plumbing, safety, and waste management for both the Stadium & training ground.
- Attend, assist, and manage Matchday cleaning & maintenance preparations & operations.
- Oversee maintenance consumables budget and ensure efficient and cost effective purchase of services and consumables
- Maintain H&S records in conjunction with Operations Manager.
- Provide project support and assistance to the Operations Manager & senior management team as required.
- Managing the opening and closing of the Stadium

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
- Always ensure health and safety compliance
- 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.
- Support, guide and encourage staff in personal and professional development
- Help new colleagues through induction process and complete all areas to the highest standard

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.