



## Job & Person Description

<b>Job Title</b>	<b>Casual Facilities/Maintenance Person</b>
<b>Department</b>	<b>Operations</b>
<b>Reports to</b>	<b>Head of Operations</b>
<b>Responsible for</b>	<b>NA</b>
<b>Purpose of role</b>	
To carry out day-to-day maintenance (minor plumbing, basic carpentry and general building maintenance) of the Stadium & Training ground ensuring a safe and effective working environment and providing the best possible experience for all our fans, customers, and staff.	

### Main Duties

#### Duties

- Undertake maintenance and repairs which will include minor plumbing, basic carpentry and general building maintenance.
- Supported by and reporting to the Head of Operations and Senior Facilities Maintenance person, carry out facilities and maintenance repair works in the stadium and training ground to the highest standards and as part of a team of facilities staff
- Liaise with contractors and trades whilst onsite if required.
- Carry out maintenance, repair, visual inspections of buildings and waste management for both the Stadium & training ground if required
- Working with the Head of Operations, Senior Facilities & Safety Officer, attend, assist, and manage Matchday cleaning & maintenance preparations & operations (if required) to work a match days or evenings
- Ensure PUFC meets quality and H&S standards
- Provide support and assistance to the Operations/maintenance team as required.
- Working with the Head of Operations to improve the sustainability and energy efficiency of the Club's estate.
- Managing the opening and closing of the Stadium (as per required schedules).

#### 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 (HR, First Team, Academy, Finance, Media and Marketing Team etc). Seek advice & guidance if required ensuring employees and processes work seamlessly together.
- Always ensure GDPR 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 associated guidelines where appropriate.

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 in maintenance duties (eg: plumbing, carpentry, general maintenance)
- Relevant industry qualifications (i.e., Health & Safety or Trade skills) desirable but not essential.

**Skills and personal attributes**

- Ability to build excellent working relationships with our 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
- Flexible availability to work
- Accuracy and attention to detail
- Solution focussed mindset
- Full UK Driving license required (due to movement between Stadium & Training ground)