

Job Description

Job Title: Casual Venue Maintenance Assistant

Name of Jobholder:

Reports to (title): Technical Manager

Department: Operations

Date: February 2021

Main Purpose of the Job

(one statement explaining overall objective for the role)

Supports the Facilities Team to maintain buildings and equipment to the high standards expected at a world class venue.

Supporting the maintenance team in operating day to day response and planned maintenance, refurbishment tasks and repairs

Assist in preparing the Stadium to the highest standard in order to host large sporting events

Operate a planned system of general maintenance and repairs

To travel to each site or suppliers as required to carry out any role responsibilities

To respond timely and with flexibility to urgent or last minute staff/service requirements.

Be available to work on match days, including weekends, evenings and Bank Holidays

Specific Tasks and Responsibilities

(the major end results the person is expected to achieve)

Maintenance

To carry out general maintenance tasks and small repairs.

To prepare the Stadium, car park and fan village areas in order to host large international sporting events

To carry out any other duties as required by the Maintenance and/or Operations Managers.

Knowledge / Experience / Skills Needed

Essential

The ability to use basic hand tools

A good level of physical fitness

Flexibility to work a variety of different shifts including evenings and weekends

Desirable

Experience of working in sports venue or stadium

A trade or technical qualification

Forklift truck or IPAF license

Assignment and planning of work

(who will assign work to the person)

Facilities Manager

Deputy Manager

Agreed and signed by

Jobholder

Manager

Date

Date to be reviewed
