

## **Caretaker (Part-time)**

25 hours per week with the ability to flex hours

Employer: Bury FC

Type: Permanent

Working Pattern: Monday to Friday 1700-2200 (4 days from 5) plus 1 weekend day

Salary: £12 p/hour

Location: Gigg Lane Bury

Bury FC is a English association football club based in Bury, Greater Manchester which plays in the Premier Division of the North West Counties League, the ninth tier of the English football pyramid.



## **Job Description**

Bury FC is currently recruiting for a part time Caretaker due to an expansion of our opening times as a community facility. The purpose of this role is to consistently contribute to the delivery of high-quality sport and leisure services to customers through careful care and upkeep of the buildings, grounds and facilities. As a caretaker, you will be responsible to the Stadium Manager.

## **Responsibilities and Tasks**

You will be responsible for:

- General maintenance of the buildings and grounds
- Achieving and maintaining a high standard of cleanliness and tidiness within the properties and grounds
- Opening and closing, unlocking and locking up the buildings, gates and internal rooms - including alarm management
- Minor repairs
- Sports pitch(es) and gym equipment maintenance & inspections
- Heating and lighting control at appropriate times
- The replacement of consumables (soap, toilet rolls, black bags etc)
- The replacement of lighting lamps/tubes
- Emergency cleaning as required
- Assisting and supervising customers in their use of the facilities (including children)
- Answering the main phone line and taking messages / occasional bookings
- Administering first aid where suitably qualified
- To carry out any other reasonable duties within the overall function of the job

All in accordance with safe working practices.

The above principal duties and responsibilities do not include or define all tasks which may be required to be undertaken by you. The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility held.

An ideal candidate will be a courteous, self-motivated and reliable individual who is able to work on their own initiative and as part of a team. You should be able to plan and prioritise workloads to achieve objectives whilst remaining flexible due to the nature of the position.

A good candidate should have great verbal communication skills (and a good sense of humour!) to deal with adults and children and have a good level of physical fitness and stamina. Experience is beneficial, but not necessary.

To apply, please send a CV to Stuart Wright

Stadium Manager

Bury FC

Gigg Lane

Bury

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