



Facilities Team Member

Applications are invited to become part of our Facilities Team, based primarily at our newly refurbished Community Centre in Hellesdon, who can assist us with looking after our buildings, play areas and other local services we provide. We are looking for someone with good practical skills with a knowledge of health and safety, but would be willing to provide training for the right applicant. The right applicant will be a good team player who takes pride in their own work and enjoys working with members of the public.

Duties include, but not limited to:

Cleaning of all Buildings and Restocking Consumables

Setting up Community Centre to Hirers' Requirements

Setting up Tennis/Netball Courts to Hirers' Requirements

Polite and Courteous Customer Service

Inspection, Maintenance and Repair of Parish Assets

Monitoring the Community Fridge

Gardening duties leading to more advance grounds work with training and qualification

Unlocking/Locking/General Security of Parish Assets

Identifying and Resolving Health and Safety Issues

Keep Outdoor Areas Clean and Litter Free

Light Gardening Duties and Grass Cutting

Liaison with Contractors for Specialist Works

Showing Potential Hirers Around the Community Centre

Driving licence essential

Hours: Full Time (37 hours per week) Shift Work

Pay: SCP 7 (currently £12.63 per hour – with 2024 pay award pending)

Location: Hellesdon Community Centre (but would be expected to travel to other parish facilities in company van)

For an informal discussion concerning the role please contact Faye LeBon on 01603 301751. For further information and an application form, please visit our website at www.hellesdon-pc.gov.uk/about-us/vacancies or email clerk@hellesdon-pc.gov.uk

CLOSING DATE: Friday 19th April (midday)