

Lichfield City Council

CASUAL PREMISES ATTENDANT

Job Description

General

The Premises Attendant is responsible for various duties including premises supervision and security, cleaning and 'caretaking', general repair and maintenance, and Health & Safety duties at the Guildhall, Donegal House (Council Offices), Johnson Birthplace, Market Square and other various other council land and property. The main duties are based at the Guildhall, where the Premises Attendant plays a key role in the smooth running of the hire of the premises and the maintenance and general appearance of this important historic building.

The Guildhall is a Grade II listed building, parts of which are over 600 years old. The main hall, Guildroom, Ashmole Room, Whytmore and Stonynge Rooms, and on occasions other rooms in the building, are let out to the general public, to local organisations, and for commercial sales, etc. The Guildhall is also used for Council meetings and for various civic events. As an historic building, the Guildhall receives visits from tourist groups and there is a small museum display in the old prison cells on the ground floor that is opened on an occasional basis.

Several part-time Premises Attendants are employed for evenings, weekends, and some weekday daytimes as required to cover bookings. There is also a part time cleaner.

The Council's aims in operating the Guildhall, as contained in its 'Forward Plan' are:

- To provide meeting rooms with good facilities at low cost to non-commercial hirers and local organisations
- To receive income from commercial hirers to help offset the cost of letting rooms to non-commercial hirers
- To encourage tourists and educational groups to visit the Guildhall cells and historic Guildhall
- To maintain usage of this historic building for the benefit of the community

In addition to duties at the Guildhall, the Premises Attendant will also undertake duties as required at other Council properties which include the Council's offices at Donegal House, the Johnson Birthplace, Market Square and Traders Toilets, Community Centres, open space areas and the Friary Fountain etc.

Duties

You will be working on your own for most duties and a reliable and conscientious attitude is therefore essential. Your duties will involve you in regular contact with the public and hirers. You should therefore possess a pleasant personality and be able to deal with people politely and tactfully.

The Council will monitor your work performance and set work targets to ensure that efficient and effective use is made of the work hours allocated.

Guildhall

- 1) Complete duties as per daily sheet, and return sheet to Council offices at end of each day's duty with record of work undertaken
- 2) Liaise with the City Council office staff as required
- 3) Unlock all necessary gates and doors and operate the alarm system and CCTV system. Carry out a general security check and report anything untoward.
- 4) Lock up and carry out a general security check, e.g. lights switched off, lock all gates and doors and set the alarm system. NB Fire alarm to be tested weekly.
- 5) Respond to out of hours security calls as required (for which you will be paid three hours' pay or the actual time worked if greater).
- 6) General 'caretaking' / cleaning duties at Guildhall, ensuring that all health and safety instructions are followed
- 7) Various daily, weekly and monthly checks on the fire alarm and emergency lighting system. Ensure the building and its users comply with fire safety regulations, Health and Safety regulations, emergency procedures and the procedures for evacuating the building.
- 8) Undertake general repair and maintenance tasks as required or instructed.
- 9) Set up rooms for bookings including moving furniture etc. This may involve some heavy lifting work.
- 10) Clean rooms as required following bookings, including kitchen and toilet areas.
- 11) Donegal House Offices Undertake maintenance tasks and other duties as instructed.
- 12) Dr Johnson's Birthplace Museum Undertake maintenance tasks and other duties as instructed.
- 13) Market Square and Traders' Toilets Undertake maintenance tasks and other duties as instructed. Spread salt/grit, and clear snow as instructed.
- 14) Friary Fountain Change water as required during the period that the Friary Fountain is in operation, and undertake maintenance tasks and other duties as instructed.
- 15) Other Council land and property (e.g. Community Centres, open spaces) Undertake maintenance tasks and other duties as instructed.
- 16) General The above is a general indication only of the duties. You will be required to undertake such other duties as may from time to time be required commensurate with the level of responsibility of the post.

PERSON SPECIFICATION
[For information only]

	Requirements	Method of Assessment
Personal Attributes	<p>Trustworthy and conscientious</p> <p>Mature, approachable attitude</p> <p>Commitment to the Council's aims</p>	<p>References</p> <p>Interview</p> <p>Basic Criminal Disclosure</p>
Particular Skills and abilities	<p>Ability to effectively supervise and manage staff</p> <p>Ability to work unsupervised and use own initiative</p> <p>Well organised and capable of prioritising own and other's work</p> <p>Some manual skills including use of simple tools</p>	<p>References</p> <p>Application form</p> <p>Interview</p>
Other Factors	<p>Flexibility to work unusual and irregular hours</p>	<p>Application Form</p> <p>Interview</p>