Lichfield City Council

**PREMISES ATTENDANT – AFTERNOON / EVENINGS**

Job Description

**Post Title: Premises Attendant (to include Market Officer cover)**

**Hours:** 15 per week comprising of the following shifts:

 **Thursdays 6.00pm – 11.00pm**

 **Saturdays 1.00pm – 6.00pm**

 **Sunday 1.00pm – 6.00pm**

 NB earlier start/later finish times may apply depending on the requirements of bookings

Additional hours as required when covering the Markets function during annual leave/absence of the Markets Officer, notably mornings on Tuesdays, Fridays and Saturdays

 Some working out of normal office hours, including some bank holidays, may be required and will be paid at the prevailing rate.

 Additional hours may also be available if desired on a week by week basis depending upon venue demand, holiday cover etc

**Salary:** NJC spinal column point 3 (currently £9.79/hour), **plus** an enhancement whereby you are paid an extra sum per hour as your annual leave and public holiday entitlement (an arrangement called ‘rolled up holiday pay’. The addition will be 13.03% (£1.28) per hour under five years’ service, and 14.57% (£1.43) per hour over five years’ service.

**Medical Suitability:** The appointment is subject to satisfactory medical clearance.

**Probationary period:** The appointment is subject to a term of probation of six months.

**Pensions:** The post is pensionable through the Staffordshire County Council fund.

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 Il listed building, parts of which are over 600 years old. The main hall, Guildroom, Ashmole Room, Whytmore Room, 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.

The Council's aims in operating the Guildhall 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, this role specifically includes annual leave/absence cover for the Markets Officer. During such cover periods, the postholder will be expected to undertake the basic duties of the Markets officer, to include attendance at the City Council’s General Markets on a Tuesday, Friday and Saturday, beginning at approximately 7.30am, to liaise with traders and to collect rents (payable by card machine). There may also be a requirement to oversee bookings on the Square during non-market days in the absence of the Markets Officer.

All hours worked in this capacity will be paid at the prevailing rate for the Premises Attendant post.

The postholder may also undertake duties as required at other Council properties which include the Council offices at Donegal House and the Johnson Birthplace Museum.

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.

**Duties - Guildhall**

1. Complete duties as per daily sheet and return to Council offices at the end of each shift with record of work undertaken

2. Unlock all necessary gates/doors, operate the alarm and CCTV system, carry out basic security checks and report anything untoward

3. Lock up and carry out a general security check, e.g lights switched off, doors locked, alarm set etc

4. Respond to out of hours security calls as required (for which you will receive three hours’ pay or the actual time worked if greater)

5. General caretaking duties at Guildhall ensuring all health and safety instructions are followed

6. Monitoring and liaising with hirers, ensure all health and safety, fire safety, emergency and evacuation procedures and requirements are followed

7. Undertake general repair and maintenance as required/instructed

8. Set up rooms for bookings including moving furniture etc; this will involve some heavy lifting

9. Clean rooms and communal areas as required following bookings

**Duties - Markets**

1. Attend the City Council’s General Markets *in the absence* of the City Council’s Market Officer as required.

2. Liaise with traders and collect rental payments (via card machine)

3. Complete the market register on each market day

4. Ensure traders follow Health & Safety Procedures on the Market square e.g., parking of vehicles, tripping hazards

5. Provide payment receipts and Market Register to Markets Office for processing on return of the Markets Officer

6. Liaise with Market Square/Pool Walk hirers regarding non-market day hire as appropriate

7. Lock/unlock the market square toilet block as and when required

The above is a general indication of duties relating to the post; you may be required to undertake such other duties as may from time to time be required and that are commensurate with the responsibility of the position.