

# Job Specification

<b>Job Title:</b>	Operations Assistant	<b>Probation period:</b>	3 months
<b>Location:</b>	Par Track, Par, Cornwall	<b>Holidays:</b>	28 days, Inc. public hols.
<b>Salary Range:</b>	£16k pa,	<b>Travel Required:</b>	Not expected
<b>Position Type:</b>	Full time	<b>Will Train Applicant(s):</b>	On job with documentation
<b>Hours:</b>	35 / week	<b>Report to:</b>	General Manager
<b>Working time:</b>	Flexible, including weekend and evenings	<b>Date Posted:</b>	3 September 2020

## Applications Accepted By:

<b>EMAIL:</b> jobs@partrack.org.uk Subject Line: Application for Operations Assistant	<b>MAIL:</b> Collin Harker Par Track Limited Moorland Road Par, PL24 2PB
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## Job Description

This is a position for a motivated individual, with hands-on practical skills, and a desire to apply these skills in a public-facing role. You will be responsible for maintaining the grounds and buildings, coordinating the efforts of a team of grass-cutting volunteers, and representing the organisation in your interactions with site users. The job will involve some weekend and evening hours, a wide range of minor repair and maintenance duties, and operating some equipment.

## Role and Responsibilities

You will be responsible for general up-keep of facilities, inside and out, and for the safe use of site equipment as per individual startup and shutdown procedures. The site and facilities include Football pitches, Athletic track, Pump Track, Kids Play area, and pavilion buildings. Specific tasks consist of:

- Maintenance and care of all outdoor areas, including emptying of bins
- Supervision and training of Groundcare-related volunteers
- Maintenance and care of pavilion and plant
- Set-up and support for Events at Par Track, including Athletic events
- Support for public-facing tasks within the business.
- Taking bookings and membership/class sales or enquiries
- Represent Par Track to site users and members of the public
- Support cafe staff with set-up, shut-down or customer service tasks as necessary

# Job Specification

## Functional relationships

Internal contact: General Manager, mowing volunteers, Catering Manager, fitness instructors

External contact: Users of facility, contractors, site hire customers

## Qualifications and Education Requirements

There are no set requirements, however experience in gardening or site maintenance, and/or a qualification in horticultural or sports and amenity turf management would be useful. Full driving licence required.

### Required Skills:

- Interpersonal Skills
- Familiarity with computer applications for communication and scheduling.
- Operating equipment like ride-on mowers and strimmers.

### Desirable Skills:

- Painting, Electrical, Mechanical, Repair tickets or experience
- Installing and maintaining equipment
- Grass and Turf care, and Marking lines on pitches