



FALMOUTH TOWN COUNCIL

JOB DESCRIPTION

Premises Co Ordinator – Princess Pavilion SCP 7 to 9 37 Hours per week

Responsible to: The Facilities Manager

Main Place of Work: Princess Pavilion, Melville Road, Falmouth

Main responsibilities will include:

1. Being aware of your responsibility under Health & Safety law, taking reasonable care of yourself, your colleagues, other contractors and members of the public at all times whilst at work, you should become familiar with the process of risk assessment, comply with safe systems of work and should actively promote a safety culture within the workplace.
2. Be fit enough, willing and able to carry out regular programmed and reactive maintenance activities, with the ability to work diligently and efficiently under direction as part of a team and on your own initiative.
3. To be flexible in your approach to your duties, where evening and weekend work is required, adjusting your work pattern so these duties are covered as part of your normal working week. Including being on call.
4. Be aware and physically able to work safely in areas of public occupation and at heights.
5. To take pride in your delivery of the range of property maintenance operations in line with best practice to the highest standards whilst constantly striving for continuous improvement.
6. To undertake any other relevant training, as required.
7. To assist the Council's Property Compliance and Inspection Officer to ensure the compliance regimes applicable to Council buildings and facilities are carried out and adhered to. Actively participating in the collation of property maintenance and compliance regimes.
8. To work with the Venue and Events Manager to manage bookings and ensure performance and venue space, meeting rooms etc are set up and reset as required. Assisting the provision and security of events and meetings. This includes evening and weekend working.
9. To assist with the security and cleansing of other Council facilities, when required.

10. To work with and direct the Council's cleaning contractors to ensure the preparedness and cleanliness of the site for bookings and use.
11. To work with the Grounds Manager to assist with the upkeep of Gyllyngdune Gardens as necessary.
12. To carry out all minor property maintenance tasks redecoration, and cleansing.
13. Purchasing materials as required.
14. To assist with event management including, marshalling duties, traffic management, signage, barriers etc, these duties will require you to carry out weekend and evening working on occasions.
15. To carry out required duties relating to theatre management specifically related to setting out chairs, stage equipment and the installation and de-rigging of sound and lighting items. Preparation of backstage dressing room, welfare, and security controls.
16. To drive if required Council vehicles in a courteous and safe manner (if in possession of a full driving license) ensuring all are kept clean and tidy.
17. You should take pride in being a Falmouth Town Council employee and actively promote its undertakings whilst putting the needs of the organisation and residents of the town at the fore.
18. To adhere at all times to the policies and instructions of the Council.
19. The above list is an example of the duties and there will be other duties that might reasonably be required.