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| **Job title:** 3G Security & Booking | **Salary & Hours:** 20 hours over 3 days |
| **Job role:**  operations and security of 3G facility  Deliver daily operation of services delivered within the 3g facility, ensuring maximum utilisation and quality customer service provided.  You will liaise closely the Facilities Manager and Centre Manager to ensure the successful running of this site. | |
| **Responsible to & directed by:** Centre Manager | |
| **Responsible for:** N/A | |
| **Main duties**:   * Carry out duties effectively and efficiently. * Ensure that all required paperwork is completed daily. * Ensure bookapitch bookings up to date and managed. * Report any maintenance issue to correct department * Support manage pitch maintenance as appropriate * Liaise with other departments for usage of site * Money Handling * Opening and closing of the site * Taking bookings for the use of the sports halls and rooms. * Follow protocol from finance team to ensure processes followed and accurate e.g.) banking, purchases orders, re charging * Ensure high customer service is delivered at all times, * Follow guidance from Designated Safeguarding lead to ensure all policies and procedures are adhered to. * Assist with the set-up of site’s and undertake practical tasks * Adhere to company policy at all times * Helping to ensure projects run on schedule and to their highest standard * Regular site inspections to access any potential hazards * Work closely with external contractors * Provide support and team work to the Centre Manager | |
| **Requirements for the post:**   * Team worker * Cash handling * Good knowledge of customer service * Good attention to detail * Excellent organisational skills * Ability to work to deadlines | |

Signed by Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For and on behalf of Tranmere Rovers FC