



Aberdeen Football Club Job Description

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| Name: | |
| Job title: | Operations Assistant |
| Line Manager: | Assistant Operations Manager |
| Line Manager for: | N/A |
| Date Started: | |
| Overall Purpose of Job: | |
| <p>Assist the Operations Department with a detailed maintenance programme and ensure a thorough and routine maintenance inspection process, including sign-off and record keeping. Ensuring all facilities are maintained to a high standard.</p> <p>To maintain service standards in relation to Health & Safety and assist in the smooth operation of all areas within the stadium.</p> | |
| Main Responsibilities/Description of Duties: | |
| <ul style="list-style-type: none">• Carry out maintenance tasks as required with emphasis on seat inspection and repairs.• Maintain and keep maintenance records updated.• Deliver on duties to ensure departmental objectives are met.• Ensure stadium safety and security is managed and implemented in accordance with legislative requirements, local and licensing authority requirements and best practice.• Be aware of Club policies and procedures which are in force from time to time to ensure actions and behaviors are consistent with them.• To assist with all maintenance operations such as painting, seat maintenance, weed control, assisting Club trades and contractors.• To assist in ensuring all external/internal Stadium areas are well presented and maintained including access pathways, roadways, parking areas and drives. Inspect track, hard standing car parks and access roadways and assist with gritting and snow clearing, as necessary.• Working at both Pittodrie Stadium and Cormack Park training facilities as required.• Continue to develop your own skills and knowledge through continuous personal development (CPD). Be prepared to undergo appropriate training as requested by the Club.• Be prepared and the ability to work outdoors in all weather conditions.• Ad hoc driving duties may be required along with any other reasonable tasks as deemed necessary by the Club. | |
| Person Specification: Experience/Qualifications/Training/Personal Qualities | |
| Essential: <ul style="list-style-type: none">• Good timekeeping.• Ability to multitask and prioritise.• Ability to work alone.• Full driving licence required.• Willingness to undertake varied duties.• Competent with manual labour.• Good communication skills. | Desirable: <ul style="list-style-type: none">• Previous experience in a maintenance environment.• IT awareness, knowledge of excel word and outlook. |
| Signed by Employee: | Signed by Line Manager: |
| Date: | Date: |