



## Aberdeen Football Club Job Description

<b>Employee Name:</b>	
<b>Job Title:</b>	Assistant Groundsperson (Part-Time)
<b>Line Manager:</b>	Grounds Team Leader
<b>Line Manager for:</b>	n/a
<b>Date Started:</b>	
<b>Overall Purpose of Job: (<i>Narrative</i>)</b>	
<p>Maintain and assist with the day-to-day running and use of playing surfaces, sports or other recreational facilities. Use functional expertise to resolve routine problems and be accountable for the preparation, maintenance and presentation of the recreational environment. Ensure the maintenance / development of amenities and playing surfaces are to a high and consistent quality.</p>	
<b>Main Responsibilities/Description of Duties: (<i>Bullet Points</i>)</b>	
<ul style="list-style-type: none"> <li>Assist where necessary with the preparation and maintenance of sports and amenity surfaces for the end user.</li> <li>Work is assigned to the jobholder in terms of general objectives and priorities with guidance from your Line Manager.</li> <li>Be fully knowledgeable of the Health and Safety regulations in responsibility. Promote safe working practices always.</li> <li>Assist with management and check facilities, plant, buildings and equipment to ensure safe working practices and Health and Safety legislation compliance.</li> <li>Provide effective materials and machinery management to ensure all equipment is correctly stored, maintained and serviced.</li> <li>Actively promote safe practices, responding to emergencies appropriately and to call for assistance when required.</li> <li>Support the efficient use of resources. Make recommendations for improving the best use of resources and playing surfaces.</li> <li>Assist and ensure the preparation and presentation of all specified playing surfaces are maintained and kept to a high professional standard.</li> <li>Ensure all grassed and landscaped areas are well presented and maintained including access pathways, roadways and drives.</li> <li>Liaise with the Line manager regarding deadlines, work progress, available resources and requirements.</li> </ul>	
<b>Key Tasks:</b>	
<ul style="list-style-type: none"> <li>Assist with the planning for ground maintenance programmes at Pittodrie and training grounds.</li> <li>Competent and experience of Tractor driving.</li> <li>Prioritise work to ensure smooth day to day operations.</li> <li>Ensure full preparation including cutting, tramping, rolling, spraying and feeding is completed to schedule and required standards.</li> </ul>	

- Ensure the pitches are set up to required standard in time for fixtures, practices and events.
- Record and report ground conditions relative to pitch maintenance.
- Inspect track, hard standing car parks and access roadways and implement gritting and snow clearing where necessary.
- Monitor level of resources and supplies to meet requirements.
- Control stock levels and usage to maximise cost efficiency.
- Work within budgets and resources as agreed with your Line Manager.
- Continue to develop your own skills and knowledge through CPD (Continuous Performance Development). Be prepared to undergo appropriate training as requested by the club. Have the capacity and vision continually to develop the performance of the department.
- Carry out any reasonable duties as directed by your Line Manager

#### **Experience/Qualifications/Training**

##### **Essential:**

- Groundskeeper/greenkeeper/farming/amenities/horticulture experience, any experience in these areas would benefit.
- Awareness of relevant Health and Safety legislation.
- Formal training in manual handling.
- A valid driving licence.
- Excellent interpersonal skills.
- Tractor/trailer driving experience

##### **Desirable:** *(Not essential as training will be provided where applicable)*

- First Aid
- Fire training
- Tractor, Mechanical knowledge & Machinery skills not necessary but useful.

**Signed by Employee:**

**Signed by Line Manager:**

**Date:**

**Date:**