

JOB DESCRIPTION

MATCH DAY CAR PARK TEAM LEADER



JOB TITLE Match Day Car Park Team Leader	REPORTS TO Finance & Admin Officer
SALARY £13.21 per hour 5 hour shift each time the West Bromwich Albion play a home match (average 24 games over a season)	ANNUAL LEAVE ENTITLEMENT 2 days

You are employed as a Car Park Team Leader for North Smethwick Development Trust for all home games of West Bromwich Albion FC. You will ensure the smooth and efficient running of the car parking operations and of the staff under your supervision. You will be aware of staff safety and the safety of the operations at all times.

Main Responsibilities:

- It is **your** responsibility to produce all tickets for all home matches.
- It is **your** responsibility to ensure all of the staff has up to date timetables for every match.
- It is **your** responsibility to ensure all radios are fully charged prior to matches and collect all of the necessary equipment to give to designated car park attendants.
- It is **your** responsibility for the money trail from start to finish: distributing floats; collecting car park monies; counting money received and safe deposit the takings to enable banking of funds.
- It is **your** responsibility to check all floats are correctly put into in bags with the tickets and documents are signed with relevant staff.
- It is **your** responsibility to be the first to arrive on shift and put up all signage relating to costs, disclaimers and trust contact details for customers.
- It is **your** responsibility to make sure that all car park staff arrives on time, wears correct uniform and identification and act in a professional manner at all times whilst on duty.
- It is **your** responsibility to liaise with staff between car parks on a regular basis throughout the duty shift and to make sure cars are parked in the correct manner.
- It is **your** responsibility to make sure that car park staff are **in attendance** and **visible** at all times throughout their shift at both Centro Car Park and Brasshouse Lane Car Park.
- It is **your** responsibility to collect radios at the end of the duty shift.
- It is **your** responsibility to maintain confidentiality of the Trust.
- It is **your** responsibility to make sure any health and safety or other security incidents are brought to the attention of the Facilities Manager.
- It is **your** responsibility to ensure the health and safety of car park workers whilst on duty and to bring to their attention any relevant health and safety issues that may affect them.
- It is **your** responsibility to liaise with car park staff to inform them of staff meetings and annual general meetings.
- It is **your** responsibility to attend staff meetings and/or Board meetings as and when required.

Hours of work.

You will be expected to be on duty from first to arrive on shift until the last worker has left the car park and the double gates are securely locked.