

Job Description – Premises Manager

Role Overview

You will be responsible for the day-to-day maintenance and upkeep of the buildings, and services that enable the safe running and operation of the club. This is basically a caretaking role that requires a certain technical understanding of the fabric of the building and the utilities that are required to enable the club to function.

Key Responsibilities

Fire Safety and Fire Risk Assessment is a major part of the Premises Manager's responsibilities. Whilst the officers and committee are accountable, the Premises Manager is nominated as the key person to ensure that the necessary policies and procedures are in place and appropriately documented.

Preventative Maintenance is a key requirement and whilst many small repairs and odd jobs can be undertaken on a DIY basis, many maintenance and repair tasks are outsourced to professional tradesmen who also provide the necessary test and inspection services.

Negotiation of supply contracts for Gas, Electricity, Water and Waste Disposal

Major Projects are occasionally undertaken, and these must be planned and managed to ensure that we remain within the approved budget and comply with the requirements of our landlord and also meet the legislative requirements of the local authority as defined in our operating licences.

Therefore, the role of Premises Manager involves a considerable amount of Project Management and Communications at all levels.

Routine tests and inspections

- Fire Risk Assessment (annual – mandatory Bedfordshire Fire Officer)
- Gas Safe Register Inspection (annual – mandatory)
- Fire Alarm System Health Check (annual – FRA requirement)
- Fire Extinguisher inspection (annual – FRA requirement)
- Emergency lighting test (Annual and periodic testing – FRA requirement)
- Electrical Installation Condition Report (5 yearly – Insurance and FRA requirement)
- PAT (Portable Appliance Testing) (2 yearly – Insurance, FRA and H&S requirement)
- Ladder safe inspection to enable safe working at height anywhere on site

General Maintenance and Housekeeping

- Cleaning roofs, gutters, gulleys and drains (annual summer event)
- Outside painting and decorating (lease maintenance obligation)
- Waste Disposal – Glass, General waste
- Door Entry System - Issuing keys and fobs and maintaining a register of Keyholders.
- Setting times and maintaining the central heating system to ensure the building is adequately heated whilst optimising our gas usage which is our single largest running expense

There is a close working relationship with the Theatre Manager to ensure good housekeeping and cleanliness for all club facilities.

There is also a close working relationship with the Technical Manager and Set Build Manager who look after the workshop and stage areas with an overarching shared responsibility for the safe working practices for all club members and visitors to the theatre.

Liaison with landlord, Chews House tenants and the local residents who live behind the theatre and with whom we share the drive adjacent to the theatre.