



POSITION DESCRIPTION FACILITY SERVICES OFFICER

Reports to: Facility Services Manager



About the Role

To assist in the daily preparation, presentation and maintenance of the Circuit and property's facilities and infrastructure, and contribute to on-going project and improvement works.

You will contribute to the preparation of the facilities and grounds for all Events and provide on-ground support to their organisation and operation, including weekend and shift work, when required.

You will work collaboratively and constructively with all members of the Facility Services and events team to ensure that the circuit maintains the highest level of presentation and that all tasks are finished in a timely and safe manner.

Your position includes interaction with other areas of the business at all levels and you are expected to do so in a professional and courteous manner at all times.

Key Responsibilities

- Venue preparation duties including set up and preparation for daily clients and pack up
- Assist casual and permanent staff with the performance of tasks.
- Undertake project works as required.
- All aspects of grounds maintenance, including spraying, mowing, whipper-snipping
- Garden and fencing maintenance.
- Building and facility maintenance.
- Repair and construction of tyre stacks and walls.
- Drainage repairs and installation.
- Track infrastructure maintenance including verge and run off areas.
- Cleaning of facilities and amenities.
- Rubbish collection and removal.
- Tree trimming and mulching.
- Maintain Circuit-owned equipment in a clean and tidy state.
- Assist with compliance with Circuit license requirements.
- Substitute for other circuit personnel as required.
- Working to a flexible roster including weekend and early / late hours.
- Event preparation duties which includes set up and preparation and pack up
- Other duties as required

Qualifications

- Forklift, truck and associated licenses*
- Tractor license
- Elevated Work Platform License

Education and Experience

- Currently undertaking or successful completion of secondary education
- Venue and event preparation, operation and pack up
- Building and facility maintenance, with a high level of competency and attention to detail.
- Machinery operation and maintenance, including tractor, forklift and ride-on mower.
- Maintain a high standard of personal presentation
- An ability to be a highly effective representative of the company at all times
- Maintain a knowledge of Occupational Health & Safety protocols and follow approved procedures
- Behave consistently with Linfox corporate values in all dealings with staff and internal and external customers

*Licenses are advantageous but training will be provided where required