

## JOB DESCRIPTION

<b>Job Title:</b> Car Parking Steward	<b>Band 1:</b> £8.81 per hour <i>Opportunity to progress to £</i>
<b>Department:</b> Facilities and Estates	
<b>Reporting directly to:</b> Head of Security and Operations	
<b>Supervisory responsibility for:</b> N/A	
<p><b>Main Duties</b></p> <ol style="list-style-type: none"> <li>1. To patrol designated parking areas across the University estate, carrying out effective traffic management to ensure enforcement of University parking regulations.</li> <li>2. Assist the Car Parking Supervisor with monitoring traffic flow in order to identify if additional overflow parking facilities at St Johns Campus are required</li> <li>3. Responsible for putting out appropriate car parking signage as directed by the Car Parking Supervisor.</li> <li>4. To issue Warning Notices and Penalty Charge Notices to vehicles found to be in contravention of the parking regulations. Copies of Notices to be printed with all necessary paperwork and passed to Car Parking Supervisor.</li> <li>5. Carry out first line maintenance on car park Pay and Display machines (coin jams, ticket replenishment etc.), reporting more complicated faults to the Car Parking Supervisor.</li> <li>6. To provide assistance to the Car Parking Supervisor when emptying car park payment machines.</li> <li>7. To represent the University by promoting good customer relations, providing advice and information concerning parking related matters to staff, students and members of the public whenever asked.</li> <li>8. Escalate any complaints direct to Car Parking Supervisor</li> <li>9. To use any equipment in a proper manner to safeguard from damage and misuse, in accordance with university procedures.</li> <li>10. Ensure you wear appropriate uniform and PPE at all times when carrying out car parking duties.</li> </ol> <p>*The above does not represent an exhaustive list of duties associated with this role.</p>	