



Perry Barr Greyhound Stadium

Position:	Paddock Steward
Reporting to:	Racing Manager
Responsible for:	Operation of kennels during trial & race meetings and compliance with GBGB Rules of Racing. Kennels and paddock cleaning.
Contract type:	Part Time
Hours of work:	25 hours, over 4 out of 7 days

About the role

To control and supervise the conduct of all licensed persons, including trainers, in the paddock area and to help enforce the highest possible standards of greyhound welfare. To ensure paddock cleanliness is always maintained at the highest level and all jobs are completed and recorded. To assist with the smooth running of race meetings and assist the racing office with certain roles to ensure the department complies with GBGB rules and regulations.

Key responsibilities for the role will include:

This is a challenging yet rewarding role for the right candidate. As a part of a small team you will work together to ensure the smooth running of the department.

- Make sure the cleaning schedule is completed and the kennels and paddock areas are clean and tidy.
- Ensure integrity and welfare are at the heart of all tasks performed.
- Assist in the smooth running of all kennel procedures, in accordance with the GBGB Rules of Racing and local operational rules.
- Communicate well within the paddock area and racing office during a race meeting in order that time constraints are managed and met.
- Develop a good working relationship with stewards, trainers, kennel staff and everyone associated with the paddock area.
- Scanning microchips, checking ear marks and racing jackets of dogs to ensure correct greyhound identity for each race/trial.
- Help to ensure the strict control and security of the kennel area, as set out in the GBGB Rules of Racing.
- Good greyhound welfare knowledge.
- Learn to accurately mark-up greyhounds for new registrations.
- Learn to oversee the taking of samples as required.
- Be vigilant to keep kennel/paddock area a safe working environment, adhering to risk assessments.



- Adhere to PPE working guidelines, wearing full uniform at all times.
- Assist with greyhound safety at strategic points around the track during a race.
- Ensure issues are raised with your line manager swiftly and all maintenance issues are reported.

The above is not an exhaustive list of duties. The stadium business is a dynamic and challenging environment and on occasion you will be required to assist in duties outside of those detailed in this job description and therefore a flexible approach is required.

Skills and Qualities

- Excellent time management skills
- Excellent attendance record
- Flexible approach to working
- Works well under pressure
- Organised
- Good Communication Skills

This role is part of the Racing Office Team at the Stadium and you may be expected to assist with some non-paddock-based roles in your daily duties. You will be fully trained in all areas of your role.

Other

To comply with all Health and Safety procedures associated with the department at all times. This relates to:

- Standards and procedures of correct working practices
- The completion of risk assessments
- COSHH regulations
- Use of Personal Protective Equipment

To control wastage and operate according to the Companies environment policy with regard to:

- product control and waste minimisation
- proper care and maintenance of equipment to prolong its life
- using towels in appropriate quantity to minimise unnecessary laundering
- proper separation and disposal of cardboard, paper and glass in recycling bins
- minimising energy wastage by switching off unused lights, heating, PCs and equipment

To be an ambassador for ARC and for our site, taking personal responsibility for finding out about our product and services, and at all times striving to represent the Company in the most professional, courteous and efficient manner possible.

The above is not an exhaustive list of duties, and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.



Signed by Employee..... Date.....

Signed by Line Manager..... Date.....