

Job Description **Centre Assistant**

Responsible to:	Centre Co-ordinator
Hours:	5 hours per week (<i>potential for additional hours</i>)
Annual Leave:	Statutory minimum holidays (with mandatory taken at Christmas and Spring Bank)
Pay:	£9 per Hour
Contract:	Ongoing

Main Purpose:

To facilitate the opening and locking up of the Lowedges Community Centre, including maintaining a clean and welcoming environment. For regular bookings or one-off private hire. Include meeting and greeting guests and supporting the provision of refreshments at activities and events.

Specific Duties:

1. Key holder for Lowedges Community Centre
2. Maintaining the hygiene and cleanliness of the Lowedges Community Centre
3. Covering reception for Family Centre Activities
4. Setting up of rooms and refreshments for bookings and activities
5. Promote the use of the Lowedges Community Centre
6. Identify appropriate training and development opportunities
7. Evening and weekend work as required
8. Provide cover for the Co-ordinator in their absence
9. Any other relevant duties as agreed with line manager

Knowledge & Experience:

- Knowledge of COSHH
- Knowledge of general cleaning equipment including the care of
- Knowledge of Food Hygiene Standards
- Experience of working within a community environment
- Ability to maintain confidentiality
- Understand the importance of professional conduct

Skills:

The post holder must have:

- An ability to clean to a high standard
- Good interpersonal skills and an ability to create and maintain effective relationships with people working in the public, private and voluntary/community sectors.
- Ability to work with and communicate with people of all ages.
- An ability to deal with competing priorities and to manage time effectively
- An ability to be flexible and maintain a positive attitude in a rapidly changing environment.
- An awareness of and commitment to equal opportunities.
- A willingness to work flexible hours to include evening meetings and occasional Saturdays and to remain enthusiastic and self-motivated.
- An ability to work as a member of a team.