**WOODLEY TOWN COUNCIL**

**JOB DESCRIPTION**

Post: Venues Assistant (Part Time) - Grade: NJCP SCP 14

Responsible to: Venues Manager

Hours of Work: 16 hours

Term: Permanent

Job Scope:

Venues Assistant - to deliver first class customer service to the public and visitors to the Council’s venues.

Main duties:

To ensure that the Council’s Venues and surrounding outside areas are kept clean and tidy at all times and ready for use by the public and hirers of the facilities.

To open and close premises as required during shifts.

To set up meeting/function rooms as specified and check facilities within rooms are in good working order for any bookings made by the general public and other hirers.

To provide support to other staff with the security of the building at large events as required.

To undertake regular health and safety checks (e.g. fire extinguishers, doors, windows, lights, tripping hazards.

To liaise with the booking officer to ensure all bookings are set up and prepared for.

To staff the front reception as required to ensure visitors and hirers are personally welcomed to the centre.

To be on duty for theatre events which may include some booking office duties.

To check facilities after bookings to ensure they are left in good condition.

To provide handover notes for other Venues Assistants on different shifts to ensure smooth running operations.

To ensure any necessary paperwork (e.g. damage reports, accident records) is carried out satisfactorily and in accordance with the Town Council’s procedures and passed to the relevant officer.

To bring to the attention of the Venues Manager any vandalism, damage or abuse which occurs at the premises.

To inform the Venues Manager/Maintenance Manager of any defects and problems found during the operation of the premises.

To ensure that any cleaning materials etc used in the building are at all times not accessible to the public and are used in accordance with the manufacturer’s instructions.

To be responsible for stock checks for refreshments, sanitary goods, cleaning materials etc and to advise when they need reordering.

To act as fire marshal in the event of building evacuations in all emergency situations and assist with any first aid requirements as directed.

In addition, Venues Assistants will be required to assist at functions at the centre as directed by the Venues Manager.