

St Mary's Eltham Community Centres Association

180 Eltham High Street, Eltham, London SE9 1BJ Tel/Fax:020 8850 2040

Email: admin@stmarys-eltham.co.uk www.stmarys-eltham.co.uk

JOB DESCRIPTION
COMMUNITY HALL ASSISTANT
HOURS AS ADVERTISED
Post 15 Hrs per week

GENERALLY

To be responsible to the Board of Trustees through the Centre Director for the satisfactory day-to-day operation of the community service, such as security, cleaning and portering. To ensure the safety of users and prevent misuse of the premises and facilities, and act as receptionist and carry out general administrative duties at the Community Centre and Halls. To assist the Centre Director in encouraging and promoting the involvement in, and use of, these services by all groups and individuals living in the community.

Duties are carried out to meet our users' needs and will vary from day to day. Duties will include evening and weekend working and may change with notice.

SPECIFICALLY

- 1 To check open and maintain buildings in a safe and comply with Health and Safety regulations, clean and tidy condition for its use by the general public and after use. At the end of each session leave the building reset for the next activity, also to be responsible for ensuring the buildings are safe and secure in accordance with Fire Regulations and Security Procedures, including all lights switched off, electrical appliances unplugged, windows and doors locked, bins checked, and outside areas checked left clean and tidy.
- 2 To prepare rooms, including setting up equipment, and generally meeting the needs of users. To encourage users to leave the premises promptly and quietly, so as not to disturb local residents.
- 3 To act as key-holder and where applicable be registered with Emergency Services for call-out purposes.
- 4 To safely carry out minor repairs to the buildings, furniture, fittings and equipment, including changing of light bulbs, tubes, diffusers etc., and to report to the Centre Director any major fault and advise when repairs are completed.
- 5 To promote St Mary's and give information and assistance to members of the public and users of the organisation, and also to act as first contact and receptionist in dealing with queries, the operation of the venues and enabling disabled visitors to fully use the buildings.
- 6 To perform basic administrative duties, communicating face to face by telephone and email in relation to, bookings and financial procedures, observing the Board of Trustees' rules and regulations, and generally assist and fully support the Centre Director.
- 7 To support Equal opportunities Policies by understanding the needs of all groups in the community.

St Mary's Eltham Community Centres Association is a charitable Company Limited by Guarantee, registered in England & Wales

Registered office: 180 Eltham High Street, Eltham, London SE9 1BJ

Registered Company No. 3796671 Registered Charity No. 1077280

Awarded the London Healthy Workplace Charter

Supported by Royal Borough of Greenwich

- 8 To ensure information displays are adequately maintained and that information is updated regularly and out of date material is removed as required.
- 9 To ensure that the buildings are adequately heated by control or adjustment, as required, with due regard to energy conservation.
- 10 To assist the Centre Director in the induction of new staff, and community volunteers as appropriate, on Health & Safety, maintenance of the Accident Book and other procedures.
- 11 To assist the Centre Director in ensuring adequate stocks of cleaning materials are maintained, and that such stocks are stored and used in accordance with the 'Control of Substances Hazardous to Health' (COSHH) regulations, including receipt of deliveries, stock movement, loading/unloading goods, stores and materials.
- 12 To assist in the operation of provision of refreshments where applicable, and customer services, including maintenance of basic stock.
- 13 To attend staff meetings and undertake training courses as required.
- 14 To carry out all duties in conformity with Health & Safety regulations and legislation, including ensuring that all escape routes are clear of any obstructions, assisting in the operation of regular fire drills etc., as required, and ensuring all fire exit doors are operable during opening hours for the safety of users. To maintain all required records on site to ensure compliance.
- 15 To maintain water and fridge temperature records, and relay service meter readings and any other requirements as required by the General Office or by law.