

CHIPPENHAM TOWN COUNCIL

JOB DESCRIPTION

DESIGNATION

OF POST: Casual Halls Assistant

GRADE: £8.11 per hour

EFFECTIVE

DATE OF JOB

DESCRIPTION: August 2016

RESPONSIBLE

TO: Facilities Supervisor

1. **OVERALL PURPOSE OF THE JOB**

To assist with all aspects of duties relating to the management and operation of the Town Hall and Neeld Hall and to liaise as required with the Duty Officer, Facilities Supervisor and Venues Booking Coordinator to determine detailed work requirements.

2. **KEY TASKS**

- 2.1 Provide front of house support at events and shows. Provide a warm welcome, answer public enquiries, checking tickets etc and resolving any problems such that users have the best experience possible.
- 2.2 Assists as required with the maintenance and cleaning of all halls, syndicate rooms, kitchen, bar, toilets, communal areas and associated equipment to a presentable, clean and tidy condition, ensuring the availability of soap, toilet rolls, towels and any other supplies needed.
- 2.3 Prepares rooms as required for functions to include setting out tables, chairs and associated technical equipment ensuring that any specific requirements relating to facilities are complied with.
- 2.4 To attend lettings and functions as required and to assume responsibility for functions in and out of normal office hours as required.
- 2.5 To assist with all aspects of lettings including in particular regular preventative maintenance surveys, stock control and liaison with any outside contract bar and caterers as required.
- 2.6 To assist with minor repairs and routine maintenance as required to ensure the ongoing operation of the Halls and to operate all equipment in accordance with maker's instructions.

- 2.7 To assist with the security of the Town Hall and Neeld Hall and associated equipment, ensuring that the Halls are opened and closed at the times required to maintain security.
- 2.8 To assist if required with the updating of all information to hirers of rooms and general enquirers.
- 2.9 To assist if required with the supervision of any suppliers making deliveries or any contractors working on site.
- 2.10 To assist if required with the in house provision of tea, coffee and other light refreshments.

3. SPECIAL CONDITIONS OF SERVICE/POST

- (i) To work the hours directed to ensure that the Town Hall and Neeld Hall are opened and closed to meet the requirements building activity
- (ii) To be a lone worker with appropriate equipment provided, including a mobile phone to be carried while on duty.
- (iii) To be a designated Fire Warden if required.
- (iv) To be available, subject to operational requirements, to attend any relevant training courses as required, including manual handling.
- (v) To wear clothing with corporate identity as supplied, together with name badge

4. CONTACTS

- (i) Duty Officer, Facilities Supervisor, Venues Booking Coordinator, Box Office.
- (ii) All users of the Town Hall and Neeld Hall.
- (iii) All contractors working within the venue and all suppliers of materials.

5. HEALTH AND SAFETY

- (a) The postholder must take reasonable care for the health and safety of themselves and any other persons who may be affected by their work and report any hazardous conditions or practice which may cause injury to people or property.
- (b) To co-operate with the Town Council to help ensure that all statutory provisions and regulations are complied with including Health & Safety, Fire Regulations and CoSHH.

6. OTHER DUTIES

The postholder will undertake any other duties required by the management of the Town Council which are applicable to the grading/nature of the post and which do not change the general character of the duties or the level of responsibility entailed.