



**CHIPPENHAM  
TOWN COUNCIL**  
Improving the quality of town life

## **Job Description**

**Job Title:** Halls Assistant

**Contract:** Casual

**Location:** Town Hall and Neeld Community and Arts Centre

**Salary:** £9.79 per hour, Spinal Column Point 3

### **Primary Relationships:**

- The Venues team including the Head of Venues, Box Office and Bookings Coordinator, Facilities Supervisor, Technician, Duty Officer and other members of the Halls team.
- All users of the venues.
- Suppliers of goods and services for the Neeld Community and Arts Centre.
- All employees of Chippenham Town Council and Councillors in accordance with the approved Protocol.

### **Main purpose of role:**

To assist with all duties relating to the management and operation of the Town Hall and Neeld.

### **Main Duties and Responsibilities**

- Maintenance and cleaning of the venue including syndicate rooms, kitchen, bar, toilets, communal areas and equipment to a presentable, clean and tidy condition, ensuring the availability of soap, toilet rolls, towels and any other supplies needed.
- Preparing rooms as required for functions to include setting out tables, chairs and technical equipment, ensuring that any specific requirements are complied with.
- Attending and assuming responsibility for functions in and out of office hours as required.

- Assisting with all aspects of hires including stock control and liaison with bar contractors and caterers.
- Assisting with minor repairs, surveys and routine maintenance as required to ensure the ongoing operation of the building, using equipment in accordance with the makers instructions.
- Closing the building when required and assisting with the security of the Town Hall and Neeld and equipment.
- Providing information to hirers of rooms and general enquirers.
- Helping with the supervision of any suppliers making deliveries or any contractors working on site.
- Preparing supplies of tea, coffee and other light refreshments.

### **Special Conditions of the Post:**

- To work the hours directed to ensure that the Town Hall and Neeld are opened and closed to meet the requirements of hirers.
- To be a lone worker with appropriate equipment provided, including a mobile phone to be carried while on duty.
- To be a nominated member of staff for wedding ceremonies.
- To be a personal licence holder, subject to training.
- To be prepared to cover for the holiday, sickness and other absence of colleagues, including the Facilities Supervisor and Duty Officer.
- To be a designated Fire Warden if required.
- To be available, subject to operational requirements, to attend any relevant training courses, including manual handling.
- To wear the supplied uniform and name badge.
- To be a third line key holder and attend alarm call outs if required.

### **Health and Safety:**

- 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 practices which may cause injury to people or property.
- 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.

Person Specification	Essential	Desirable
<b>Experience &amp; Knowledge</b>		
Working in a public facing building with a high footfall and both internal and external service users		✓
Awareness of health and safety best practice		✓
<b>Skills &amp; Attributes</b>		
Able to work flexible hours including evenings and weekends	✓	
Confident in manual-handling and lifting of theatre equipment	✓	
Excellent customer service skills and the ability to deal with a range of people in a professional and courteous manner	✓	
Adaptable to various areas of work	✓	
Good team worker, but also able to work on own initiative	✓	
Positive and self-motivated attitude	✓	

## Equal Opportunities

Chippenham Town Council aims to be an Equal Opportunities Employer and has equal opportunities policies with which you are expected to comply at all times. The Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias, irrespective of disability, race, religion or beliefs, nationality, ethnic origin, age, sexual orientation, gender or marital status.