



## ST MARY'S ELTHAM COMMUNITY CENTRES ASSOCIATION

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

Email: [admin@stmarys-eltham.co.uk](mailto:admin@stmarys-eltham.co.uk) Web: [www.stmarys-eltham.co.uk](http://www.stmarys-eltham.co.uk)

### **JOB DESCRIPTION COMMUNITY HALL ASSISTANT: 15 HOURS PER WEEK**

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 shifts at different times of day and evening across the week and may change with notice. Duties will be sent via email, and you will need to be contactable via a mobile phone should changes need to be made to the rota at short notice.**

### **SPECIFICALLY**

- 1 To check, open, and maintain buildings in a safe way and comply with Health and Safety regulations, keeping them in a clean and tidy condition for use by the public and after use. At the end of each session complete cleaning and 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 emptied, and outside areas checked left clean and tidy.
- 2 To prepare rooms, including setting up equipment safely moving tables and chairs, and generally meeting the needs of users. To encourage users to leave the premises promptly and quietly, so as not to disturb residents.
- 3 To act as key-holder and where applicable help contractors and or Emergency Services with access 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 to act as first contact and receptionist in dealing with queries, the operation of the venues and enabling users with impairments, visible or invisible to fully use the buildings.



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- 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 Trustee's rules and regulations, and generally assist and fully support the Centre Director.
- 7 To support our **Equality Policy** by understanding the needs of all groups in the community.
- 8 To ensure display boards are up to date.
- 9 To check that the buildings are heated in cold weather, checking the boiler is on, the radiators are working and the thermostat is adjusted as needed.
- 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, distribution to the buildings and reporting low stock.
- 12 To prepare hot and cold drinks for customers and receive payment for the same, to check payment and orders, to monitor and replenish refreshment supplies and to purchase such supplies with help from the Office.
- 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 take utility meter readings and any other requirements from the Office or by law.