



## Job Description

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| <b>1. Job Title</b>   | Heart of the Park Casual Centre Attendant  |
| <b>2. Hours</b>       | Casual to be agreed  |
| <b>3. Salary Band</b> | Band A   |
| <b>4. Responsible</b> | Centre Manager   |
| <b>5. Office base</b> | Heart of the Park (formerly Leigh Park Community Centre), Dunsbury Way, Havant PO9 5BG |
| <b>6. Contract</b>    | Casual   |

### Job Purpose

Your job is to supervise the occupation of the Centre by hirers, ensuring access to the building and being responsible for opening and locking the building, meeting the expectation of our customers including centre users and hirers.

### Responsibilities

#### Supervising the premises

- Provide an efficient and effective caretaking service for Heart of the Park including ensuring the overall security, safety and general appearance of the building during shifts.
- Maintain the security of the premises and its contents in accordance with the user's current requirements and those of Community First. This will include overall responsibility for opening and locking up of the building including lights and internal and external doors.
- If required and in absence of Centre Manager attend to visitors requiring help or information.
- Help maintain the security of the centre
- Ensure clear and safe pedestrian access to the building during opening hours
- Dispose of waste where required in a safe, hygienic manner.

#### Managing the use of the building

- Liaise with the Centre Manager to ensure all bookings and hires for your shift are known and all requirements regarding room use and set up/pack down arrangements are clear.
- Help to organise the preparation and dismantling of various functions from small meetings to large dinner dances, parties and conferences. The post may require a lot of manual handling which will involve lifting/moving, setting up/packing away of furniture.
- Responsible for ensuring safe storage of all equipment when not in use,
- Maintain appropriate records including walk around safety checks
- Report emergencies in the case of faults with gas, electric and water supply to the Centre Manager.
- Ensure the building is kept secure out of hours and that alarm systems are set.

- Attend training courses and comply with the requirements of Health and Safety, other relevant legislation and Building policies.

### **General**

- To communicate in a professional, constructive and non-discriminatory manner with all customers, centre users, hirers and members of the public, where necessary referring concerns or complaints to the Centre Manager.
- To demonstrate a flexible attitude to the work environment.
- To cooperate with colleagues throughout Community First to enhance the development and effectiveness of Heart of the Park and support its integration with other Community First teams and services.
- This post, due to the nature of the work, is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act, 1974. Applicants are, therefore, not entitled to withhold information about convictions which, for the purposes, are spent under the provisions of the Act, and in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary actions. In addition, you will be required to undertake a DBS check.

### **Clauses Common to All Community First Job Descriptions**

- To promote Community First's Equal Opportunities and Diversity policy.
- To comply with all Community First policies and Conditions of Service as laid out in the Community First Staff Handbook.
- In discharging the duties of the post to have due regard to the provisions of Health & Safety at work legislation.
- To undertake such additional responsibilities appropriate to the role as may be required and agreed by the funding partners, commensurate with the grade and responsibilities of the post.



## **Person Specification**

You will have some practical experience of securing buildings and working in a community building including an awareness and understanding of importance of health and safety. Some experience of dealing with members of the public and working with groups and individuals in a community setting would be an advantage.

### **Essential**

You will:

- Be approachable and enthusiastic
- Be good at supervising the occupation of a building.
- Be a good communicator
- Have good practical skills
- Be physically fit and capable of manual work
- Be able to work in a busy demanding environment
- Be able to work as part of a team
- Be flexible and cover for other staff or fill in where required to get the job done.
- Be prepared to learn on the job
- Show commitment to Equal Opportunities

### **Desirable**

You will:

- Have good basic education recognising that attitude and application is more important in this role
- Have some knowledge and awareness of working with volunteers
- Have experience of working with or within diverse communities and be able to get on with people of all ages and backgrounds including showing respect and compassion to those who may be vulnerable
- Be creative and willing to suggest new ideas to attract new users