

Hadley and Leegomery Parish Council

Job Description

<u>Job Title:</u>	Community Centre Officer
<u>Place of work:</u>	Hadley Community Centre, High Street, Hadley, Telford TF1 5NL or Leegomery Community Centre, Leegate Ave, Telford TF1 6NA
<u>Responsible to:</u>	
Supervisor:	Community Centre Manager
Line manager:	Clerk of the Parish Council
<u>Hours</u>	2 roles at 15 hours per week

Duties and Responsibilities:

Caretaking:

- Responsible for the safety and security of the building.
- Setting out rooms for use, some setting out of tables, chairs and other equipment.
- Checking condition of rooms.
- Simple maintenance .
- Opening, closing, setting of alarm systems and securing the building.
- To act as a keyholder in an event of an emergency and to attend the centre out of hours by security company, police or fire services.

Cleaning:

- Continuous cleaning of the community centre and following the cleaning schedule.
- Tidy rooms up after each group and put away equipment not required.
- To weed, trim, sweep, litter pick and maintain the exterior areas of the building including the carpark.
- Water the flower baskets as required.

Health and Safety:

- Observe and comply with Health and Safety regulations applicable to the job.
- Report and record any incidents or accidents
- Ensure safe working practices are carried out on a daily basis

- Ensure that access paths are kept clear of snow and ice during the winter months.
- To act as fire marshal in the event of a fire alarm and conduct weekly fire alarm tests.
- When on duty conduct daily, weekly and monthly health and safety, fire safety checks
- Weekly defib safety checks on the six defibs located within the parish

Administration:

- Taking general enquires and handling bookings for the venue.
- Completing booking forms and taking payments, accounting for money received.
- Maintaining booking diary
- Dealing with customers enquires, compliments and complaints.

General:

- Greet and welcome service users, visitors and community members by providing a friendly and welcoming environment.
- Maintain the asset register on a quarterly basis.
- To undertake such other tasks, duties and responsibilities in relation to the community centre as may be reasonably be required by the manager.
- Support Parish Council community events.
- To provide sickness and holiday cover for colleagues
- Completing relevant training as required.

Experience

Some experience in working in a community centre or leisure centre setting.

Hours of work

The building is open from 730am until 930pm, Monday to Friday and open at weekends as bookings require.

Hours of work will be on a rota basis. This will include evening and weekend working. Out of hours work is paid at normal rate.