**Hadley and Leegomery Parish Council**

**Job Description**

**Job Title:** Community Centre Officer

**Place of work:** Hadley Community Centre, High Street, Hadley, Telford TF1 5NL

**Responsible to:**

**Supervisor:** Community Centre Manager

**Line manager:** Clerk of the Parish Council

**Hours** 18.5 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.