

**TOTTON & ELING TOWN COUNCIL
JOB DESCRIPTION**

JOB TITLE	Centre Assistant
SCP	4 - 7
LOCATION	West Totton Community Centre
REPORTING TO	Manager - West Totton Centre
HOURS	Part time

KEY TASKS

- ◆ To assist in the day to day running of this busy community and sports facility
- ◆ Take bookings including payment, for use of the Centre. This includes badminton and squash facilities and function rooms
- ◆ Answer the telephone and deal with enquiries
- ◆ Routine clerical work including photocopying, filing, basic word-processing, record-keeping and cash-handling and answering emails
- ◆ Set-up equipment for users of facilities (table tennis tables/badminton nets etc)
- ◆ Complete financial paperwork and bank cash as required
- ◆ Maintain a polite and friendly attitude to customers, and promote a good working relationship with work colleagues
- ◆ Ensure proper use of building and facilities
- ◆ Ensure building and equipment are left in a suitable, safe condition for next users, and report any necessary defects to relevant parties
- ◆ Any other associated duties as requested

The successful applicant will be expected to attend training courses as appropriate, and to comply with the requirements of the annual appraisal scheme.