

**TOTTON & ELING TOWN COUNCIL
JOB DESCRIPTION**

JOB TITLE	Centre Assistant
SCP	4 - 7
LOCATION	Calmore Community Centre
REPORTING TO	Centres Manager
HOURS	7 hours per week.

KEY TASKS

- ◆ To assist in the day to day running of this busy community centre
- ◆ Take bookings including payment, for use of the Centre. This includes all regular bookings/one off bookings and use of the function rooms
- ◆ Answer the telephone/emails 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 – tables/chairs etc, if required
- ◆ Complete financial paperwork and reconciliation of banking.
- ◆ Maintain a polite and friendly attitude to customers, and promote a good working relationship with work colleagues
- ◆ Ensure the building is used correctly and in line with our health and safety policies/risk assessments
- ◆ 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 train 'on the job' and occasionally complete online training courses as appropriate, and to comply with the requirements of the annual appraisal scheme.