

DEVIZES TOWN COUNCIL

JOB DESCRIPTION: Venues Assistant

Job Purpose:

To undertake duties and responsibilities as a Venues Assistant to provide an effective and efficient front line service in the Public Buildings.

Responsible To: Venues Operational Manager

Location: Town Hall & Corn Exchange

Main Responsibilities:

1. Assist with all operational aspects of hiring of the Council's Venues
2. With others prepare and clean the Council's Buildings, Equipment and Property for daily use.
3. Carry out routine maintenance of the Councils Buildings, Equipments and Property and report any problems.
4. Ensure all work practices, use and storage of chemicals and cleaning materials and the use and storage of equipments is carried out in compliance with health and safety at work requirements
5. Report any over runs of a function or use of additional equipment to the Venues & Marketing Administrator and or line manager.
6. When on duty, be responsible for the security of the Council's Venues.
7. To maintain a good appearance and be courteous at all times.
8. To comply with any reasonable request of senior officers of the Town Council.

Key Tasks:

1. For small meetings, in line with operational policy, prepare food and beverage for serving at these events in accordance with the hirers wishes, ensuring that all food services and storage meets food hygiene standards. Ensure that all food supplies are bought in time for such events and food wastage is minimised. As appropriate, keep stock control records.
2. Assist with food, beverages and bar services as directed.
3. Ensure all refuse is put out for collection on the appropriate day.
4. Ensure the Town Council notice boards, both in the Venues and around the town centre are updated regularly and when directed to do so.
5. The Devizes Town Council is a Quality Town Council and therefore all members of staff are required be aware of the Council's performance indicators and endeavour to achieve these set targets.
6. Ensure all work practices, use and storage of chemicals and cleaning materials and the use and storage of equipments is carried out in compliance with health and safety at work requirements

7. The responsibility for the smooth running of the Authority is incumbent on all members of staff. During times of absence of colleagues or high workloads, you will be expected to help with take on additional duties and responsibilities, which are inline with your grade.

General:

1. The post holder has personal responsibility for safety as outlined in the Health and Safety at Work Act 1974.
2. All staff are required to abide by and promote equalities within the Town Council as outlined in the National Joint Council (NJC) Pay & Conditions of Service.
3. This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.

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PERSON SPECIFICATION: Venues Assistant

The post holder requires the following:

QUALIFICATIONS

There are no formal qualifications required for this post although the job holder will be expected to attain at least a certificate in Basic Food Hygiene.

EXPERIENCE

1. At least one years experience in a similar environment is preferred.

ESSENTIAL SKILLS AND ABILITIES

1. Good communication skills, particularly oral.
2. A thorough knowledge and relevant experience of cleaning routines and methods
3. Good organisational skills
4. Experience in function management.
5. Ability to use initiative while working unsupervised.
6. Ability to work as part of a team
7. Ability to use a range of maintenance tools including power tools and cleaning equipment.
8. A flexible and versatile approach to work
9. A good knowledge of general maintenance
10. Be physically fit and be able to lift equipment and furniture
11. Knowledge of Health and Safety requirements and individual responsibilities

DESIRABLE SKILLS AND ABILITIES

1. Manual Handling Training
2. Basic Food Hygiene Certificate