

Job Description

Facilities Events Assistant

1. Core role

The **Facilities Assistant** will be responsible for supporting the facilities management in the setting up and taking down of equipment used in the hire rooms at the Warminster Civic Centre, providing a safe environment and observing the current terms and conditions for all hirers and to deliver a high-quality service that meets all licensing and health and safety regulations.

2. Civic Centre facility management

- (a) All staff are required to be able to unlock the Civic Centre and unset the intruder alarm, or close up the building and set the intruder alarm. They should all be familiar with the workings of the fire alarm and be able to reset it.
- (b) Check the building on arrival and before leaving for any problems/damage.
- (c) Set up and clear rooms for events.
- (d) Clean rooms after events as required.

3. Bar/coffee bar

- (a) Serve and sell refreshments from coffee bar when required.
- (b) Wash crockery and cutlery when required.
- (c) Serve drinks from the main bar during large functions.
- (d) Clean and close bar following large functions.

4. Event monitoring

- (a) Ensure fire exits are clear.
- (b) Complete Event Monitoring Form including decibel reading check.
- (c) Complete Incident Log if necessary.

5. Other duties

- (a) Attend team meetings.
- (b) Opportunities for overtime and provision of cover for holidays.

6. Training

The postholder will be expected to undertake the following training, which will be provided by Warminster Town Council:

- Manual handling
- Fire Marshal
- Level 2 Food Safety and Catering
- First Aid
- Personal licence course.

Uniform

Civic Centre staff will be expected to wear black trousers and sensible black footwear. A uniform of a green shirt and black apron or tabard will be provided and must be worn while on duty.

Note

The postholder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of duties or the level of responsibility entailed.

Salary: SCP 6
Hourly Rate £7.80
Monthly Salary £499.20

Hours: 16 hours per week on a flexible basis but by negotiation with the Facilities Management.
This may include working on bank holidays, if required, to support bookings.