



GreenTowers Hinckley Club for Young People

JOB DESCRIPTION

POST:	Daytime Parties & Events Supervisor	HOURS:	Variable times Saturdays and Sundays
GRADE:	£8.21 per hour (moving to £8.72 from April 2020)		
RESPONSIBLE TO:	Day Operations Team		

Purpose of Job

Working alongside the Party Assistant (when required) on the Day and the Operations team, the main job purpose is to assist customers at parties and events taking place in the centre.

Summary of Duties and Responsibilities

1. Excellent customer relation skills
2. Understanding of all areas of the centre and activities that take place, including competency in activity risk assessments
3. Competent understanding of all Kitchen equipment and utensils
4. Food Hygiene Level 2 qualified and competent in Health & Safety measures in and around the Kitchen, including awareness of allergens
5. Knowledge of data sheets/COSHH related chemicals used in conjunction with the Kitchen
6. Fire Marshall qualified (see additional information below)
7. First Aid at work qualified (see additional information below)
8. Control and responsibility of Centre keys both internal and external. Ensure rooms are cleaned and tidied after party/event use and lock accordingly
9. Good time keeping and wearing club attire is essential
10. Assist the Team to ensure a positive image of Hinckley Club For Young People is delivered

Additional Information

An enhanced DBS (Data Barring Services) will be required before commencement of post (18 years of age and over). Support to complete Fire Marshalling and First Aid at Work courses will be offered should the successful candidate not be currently qualified