



## **Didcot Civic Hall Job Description**

**JOB TITLE:** Civic Hall Assistant (Part Time – 20hrs p/w)

**12 months fixed term contract (maternity cover)**

**ACCOUNTABLE TO:** Civic Hall Manager

**OBJECTIVE:** To assist the Manager in the smooth, effective and efficient running of the Civic Hall and all associated services.

### **MAIN DUTIES AND RESPONSIBILITIES:**

1. When the only Civic Hall staff member on duty, responsibility for the day to day running of the Civic Hall, lone working some of the time.
2. Office administration and dealing with clients either in person, telephone or email. Actively promoting the interests of the hall at all times. Taking bookings, dealing with event queries, receiving payments, basic accounting and stock purchasing.
3. Licensed bar duties, including cellar and bar maintenance and accounting for all takings. To be or become a Personal Licence Holder and operate a licensed bar. Clean on weekly basis all the bar area and cellar. Responsible for monthly stocktake in the bar and catering areas.
4. General cleaning of the Civic Hall and keep all equipment clean all the time.
5. Ensuring booking forms are completed correctly and deposits taken were appropriate (including card payments), and to issue receipts to hirers.
6. Ensuring that health and safety issues and licensing requirements are strictly adhered to.
7. Working both on own initiative and with hirers in order to meet their requirements. Ensure that hirers comply with all conditions of hire.
8. Operation of all emergency procedures, i.e. fire alarm and heating system.
9. To set up, operate and maintain the stage lighting/prompt room/public address and microphone system.
10. Preparation and dismantling of various functions from small meetings to large dinner/dances, 60 tables/200 chairs or concerts 200 – 400 chairs.

11. To act as a point of contact for enquiries from members of the public and to actively advertise and promote the Civic Hall.
12. To routinely inspect the interior and exterior of the Civic Hall, the Car Park and Council Offices for defects, malfunctioning equipment and general cleanliness. Make good any defects where appropriate or instigate remedial action and clean where appropriate.
13. To attend training courses as required by the Civic Hall Manager or the Town Clerk.
14. To deal with any other matter which would facilitate the smooth running of the Civic Hall, or as may reasonably be required by the Manager, the Town Clerk or the Management Committee.

Last Updated: February 2020