



1. JOB IDENTITY

Post Title:	Hall Keeper	Service:	Education & Children's Services
Section:	Sport & Leisure	Grade:	Technical Operative C
Reports to:	Duty Officer		

2. JOB PURPOSE

- Provide a service to ensure safe conduct of the users to safeguard the facilities and equipment

This post may require working irregular and unsocial hours, which may include weekends.

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation

3. CORE RESPONSIBILITIES / DUTIES

- Take diary bookings and setting up for activities within the facilities and ensure it is opened for the hire and secured when not in use
- Responsible for safety and good conduct of members of the public while using the facilities
- Ensure the building and its surrounds are maintained in a clean, tidy and safe condition by maintaining good House-keeping practices. Where reasonable, ensure entrance and paths are kept free of snow and adequately gritted
- Ensure rules and regulations pertaining to the facilities are adhered to
- Provide a high standard of service to customers using the facilities
- Complete all records required including safety checks and follow emergency procedures where required e.g. fire evacuation records
- Report any faulty equipment or property issues so that it can be repaired or replaced as soon as possible
- Set up and dismantle equipment require during the hire of the facility

4. QUALIFICATIONS AND TRAINING

- Essential:**
- Academic achievement to SVQ2 level in a relative discipline or equivalent transferable experience and skills
- Desirable:**
- Manual Handling Training
 - First Aid Certificate
 - Fire Safety Training

5. EXPERIENCE

- Essential:**
- Experience working with the public
- Desirable**
- Experience working in a similar position

6. KNOWLEDGE AND SKILLS

- Essential:**
- Ability to use initiative in day to day duties
 - Ability to undertake manual lifting
 - Good customer care skills
 - Good oral and written communication skills
 - Ability to manage and administer bookings
 - Ability to work unsupervised or as part of a team
 - Willingness to work variable and unsocial hours
 - Flexible and adaptable approach
- Desirable:**
- Supervisory skills
 - Good time management
 - Good organisational skills

7. ADDITIONAL REQUIREMENTS

Driving Compliance	Not applicable to this post
Politically Restricted	Not Applicable
Work Smart	Not Applicable