

Perdiswell Young People's Leisure Club

Perdiswell Park, Droitwich Road, Worcester, WR3 7SN

Charity No. 519825

Part Time General Assistant

Job Description

Title: Part Time General Assistant

Hours: Flexible hours evenings and weekends

Responsible to: Development Manager

Responsibilities: Provide comprehensive support in the day to day running of the Charity's activities.

- Take responsibility for the Centre in absent of the Development Manager or Manager
- Undertaking catering duties
- Setting up - tidy rooms for group users
- Cashing up of daily takings
- Assist in taking room bookings using IT
- Carrying out such other duties as may be required
- Uphold the Charity's Policies and Procedures
- Be responsible for oneself and others in respect of Health and Safety issues

Note: This job description may be subject to review.

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Person Specification

- Must be enthusiastic self motivated and committed
- Good communication skills
- Be flexible with regard to hours and workload
- Able to work as part of a team, with a mix of paid and voluntary staff
- Must be trustworthy and able to maintain confidentiality
- Have a basic knowledge of IT
- First aid/health and hygiene certificates preferred although training will be provided
- Due to the activities of Perdiswell Young People's Leisure Club, the successful applicant will undergo checks with the Disclosures Barring Service