

## Duty Manager required at JCC

An opportunity to work for Jubilee Community Church serving the community in our friendly and hardworking team

We are looking for duty managers who are able to greet users of Jubilee Community Centre with a smile and help facilitate the running of the building

£7.50 per hour

Wednesday (6-10pm), Thursday (6-10pm) and occasional Saturday's

With the possibility of a job share

If you are interested please send your CV to [holly@jcceg.co.uk](mailto:holly@jcceg.co.uk) by Monday 12<sup>th</sup> March 2018

### Essential and Desirable Skills

- Friendly and polite
- Good Communication skills
- Able to work independently and in a team
- Flexible
- Basic IT skills
- Over the age of 18

### Main job tasks and responsibilities

- Meeting and greeting users of JCC
- Receiving and transferring phone calls and passing on messages if required
- Reporting any issues to the Centre Manager
- Checking toilets are clean and tidy
- Keeping the reception area clean and tidy
- Providing refreshments to visitors if required
- Setting up and packing down rooms when required
- Making sure the kitchen is left clean and tidy
- Responsible for fire safety procedures whilst working alone in the evening
- Basic office tasks if required
- Unlocking and locking up the building

This post does not have a Genuine Occupational Requirement (GOR) that the appointee must be a committed Christian with a lifestyle consistent with the Christian faith. However, the successful applicant must be sympathetic to the Christian faith, willing to comply with the church's values when dealing with the public and assist with various church based tasks and events.