

**Position: Assistant Hall Supervisor – Casual**

Providing excellent facilities to host a variety of scheduled private and community focused activities, celebrations and parties, Great Denham Community Hall are looking to recruit committed Assistant Hall Supervisors to join their current team, on a casual basis. You will be supporting the Community Hall Supervisor to ensure the smooth running of public bookings such as weddings and parties, in line with the approved booking terms and conditions and statutory legislation requirements, such as fire and health and safety regulations. Candidates will therefore need to be congenial, flexible, people orientated and present a professional and courteous manner whilst on duty

The post will require weekend and evening working, as well as a physical element of setting up and packing away furniture. The post holder will therefore need to have a flexible approach to work, and able to manage the practical demands of the role.

If you would like to join this dynamic team to help continue to deliver high quality services to hirers, please email [manager@greatdenhamcommunityhall.co.uk](mailto:manager@greatdenhamcommunityhall.co.uk) to request a copy of the full job description. You will then need to submit a copy of your CV, along with an overview of how and where your relevant work experience meets the essential criteria.

**Closing date: 20<sup>th</sup> November 2017**

**Interviews: 27<sup>th</sup> November 2017**

