

Position: 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 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.

As you will be the first port of call for hirers during their booking time you will represent the face of the Community Hall, and, the ideal candidate will be congenial, well organised, flexible, people orientated and present a professional and courteous manner whilst on duty. You must be able work on your own initiative, as well as part of a team, to effectively resolve issues and problem solve when required, maintain the health, safety and wellbeing of the Centre and the people within it at all times, and deliver a high-quality level of service to hirers throughout their bookings.

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 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: 20th November 2017

Interviews: 27th November 2017

