



BANK STAFF JOB DESCRIPTION

To apply please complete the application below and return via email to centrejobs@stgs.org.uk along with your CV.

Hours of work: As and when required

Rate: £9.18 per hour (under 25) / £9.50 per hour (25+)

Duties:

Front of House:

- To work under the direction of the Duty Manager
- To provide a welcoming reception for all visitors to the Centre
- To be polite and helpful when answering the phone, taking messages and enquiries
- To direct people to various rooms for meetings
- To assist with car parking permits and direct visitors to appropriate car parking spaces
- To keep the reception desk area tidy
- To undertake any administration duties in the centre as deemed appropriate by the Duty Manager
- To keep a smart appearance for working front of house at all times
- To complete a timesheet at the end of each shift

Meeting Rooms:

- To assist with setting up rooms with tables and chairs as per the worksheet for meetings and conferences
- To handle all items of furniture with care, following health and safety regulations
- To set up any equipment for meetings, flipcharts, PA, cable bags
- To make, serve, and clear away tea/coffee etc from meetings
- To work alongside St George's Crypt/Nurture staff during lunch
- To set up/clear away/wash up
- To clear away cups and crockery, wipe down tables and keep the room generally tidy during meetings
- To refill water throughout the meetings at appropriate times
- To assist throughout the day with printing or any other help the meetings might require, as agreed with the Duty Manager
- To notify the Duty Manager of any requests from the organisers e.g. extra tea/coffee breaks/ biscuits/change of times/photocopying etc.

Kitchen:

- To keep the kitchen worktops clean and tidy at all times
- To keep the staff tea/coffee tray topped up with milk etc
- To assist with cleaning cutlery etc keeping everything in its place throughout the day
- To notify Management of any breakages
- To recycle any items if possible and empty the bins and replace bin liners
- To help take a stock control and list items in kitchen occasionally