



## VACANCY

### WEEKEND CENTRE ASSISTANT (Job Share Post) FOR OUR BUSY CENTRE

**Location:** All Saints Centre, New Road, Hackbridge, CR4 4JN

**Job Title:** Weekend Centre Assistant, permanent role of variable hours with statutory Holiday and sickness entitlements, subject to satisfactory references and a 3-month probation. A funded DBS check is required prior to commencement. **Salary:** £10.75 per hour. This is a job share post.

**The aim of the post** is to be responsible for the cleaning and security of the Centre at weekends (alternate weekends) and when there are parties provide necessary furniture and support.

**Hours of work** are variable depending on whether or not there are any parties, between 3 and 11 hours per weekend. Hours are agreed in advance, usually falling between 11 am and 7pm on Saturdays and 2pm and 8pm on Sundays.

The person will be punctual and reliable, with an occasional need to return to the Centre at a hirer's request for help during an event. Please only apply if you live very locally or have use of your own transport, to be able to get back here within 10 - 15 minutes. A work phone will be provided for work hours.

**Full training will be given**, however useful experience would be in the areas of customer service, independent work following supervised instruction, professional cleaning, handling deposits or hire fees, a key holder, care of a shop or other building.

For an application pack, please contact [allsaintscentre@gmail.com](mailto:allsaintscentre@gmail.com) or call 020 8646 1937.

We look forward to hearing from you.