**The Junction**

**Centre Supervisor (Evenings)**

**Hours:** 8-12 hrs per week depending on demand, usually between 6pm-9pm Monday to Thursday and occasional Saturdays.

**Pay:** £12 per hour

**Job Purpose:**

To take responsibility for the overall safe use of the community space at The Junction during out of hours venue hire.

**Main Duties & Responsibilities**

Key Holder Responsibility: Open and close the building in the evenings as required by bookings

Provide excellent customer service as the first point of contact for all visitors both in person and on the telephone.

Oversee the upkeep, maintenance and security of the building, checking for damage/wear and tear in shared space areas.

Report any faults/issues in accordance with correct procedures.

Cleaning duties of main foyer, rooms and bathroom facilities before arrival and after users depart.

Set up rooms as required for room hire

Be main point of contact for hirers/users of rooms

Be responsible staff member in the event of an emergency and ensure all users follow procedures.