



GLYNNEATH TOWN COUNCIL

JOB DESCRIPTION AND EMPLOYEE SPECIFICATION

Job Title	Community Centre Attendant FIXED TERM until March 31st 2023	Salary	£9.50 per hour
Reporting To	Town Clerk	Hours	20 hours per week (Job Share/flexible working hours can be considered)
Location of Work	Bethania Community Centre, High Street, Glynneath	Working Pattern	Monday to Friday 9 am to 1 pm
Purpose of the Role			
To prepare light refreshments, tea and coffees for Community Café guests at Bethania Community Centre with good kitchen area housekeeping and excellent customer service levels.			

Key Duties and Responsibilities

- To keep the Community Centre kitchen till balanced and ensure money handling and record keeping are in good order.
- To ensure that there is enough provision for the daily running of the kitchen without overstocking.
- To ensure a clean service area, keeping the entrance hall, toilets and kitchen areas clean and neat. To collect and safely dispose of litter and other debris internally.

- To liaise with the public and show good front-of-house customer service skills.
- To liaise with other Council employees to keep the grounds of the Centre safe, clean and free from debris and to highlight any minor repairs needed at the Community Centre.
- Ensure clear access to all fire exits and exit routes.
- To ensure safe storage of food, equipment, and materials within the Community Centre. To use materials and equipment safely and responsibly, and to work to current Health and Safety laws and such other safe working practices as appropriate.
- The successful candidate must also ensure that they adhere to and keep up to date with all new hygiene and food preparation regulations and must be able to demonstrate some transferable skills in this field. You may be asked to undertake such training as may be necessary for the safe execution of all required tasks
- To submit weekly timesheets recording duties performed and hours worked to the Clerk.

This post is a fixed-term post until the 31st of March 2023 and is generously funded by the National Lottery Community Fund.

This is an outline of the post as it presently exists. The job description will be examined and updated periodically to ensure that it relates to the job then being performed, or to incorporate any new operations the Town Council wishes to carry out. Any such changes will be the subject of consultation with the post holder. The Council will aim to reach an agreement on reasonable changes.

This post will be subject to a basic DBS check at the time of the offer of employment.

The Council is an equal opportunities employer.

The application form for this post can be obtained from the Clerk to Glynneath Town Council, Bethania Community Centre, High Street, Glynneath, Neath SA11 5DA

Clerk@glynneathtowncouncil.gov.uk

EMPLOYEE SPECIFICATION

Experience / Competencies	Essential or Desirable?	Method of Assessment
Qualifications and Education • Good general education • Food Hygiene Certificate Level 2 • Full driving licence • First Aid at Work certificate	Essential Desirable Desirable Desirable	
Knowledge and experience • Experience in a café environment • Experience in basic refreshment provision • Experience of working in a public-facing environment • Demonstrate a clear understanding of, and commitment to, Health & Safety • Experience with money handling • Experience of record keeping	Desirable Essential Essential Essential Desirable Desirable	Application form, interview and references
Personal Skills and Attributes • Commitment to public service • Good interpersonal and oral communication skills • Ability to work independently and as an effective team member with minimum supervision • Ability to organise workload and cope well under pressure • Positive and enthusiastic attitude, engaging the confidence of councillors, staff, members of the public and other stakeholders	Essential Essential Essential Essential Essential	Interview Interview and references Interview

• Ability to work efficiently through the medium of Welsh • Willingness to learn the basics of the Welsh language	Desirable	
	Essential	
Other • Committed to developing and keeping up to date personal knowledge level • Prepared to attend training sessions as required	Essential	Interview
	Essential	