



## Centre Assistant Job Description

We are looking for highly organised candidates with excellent interpersonal skills for the position of a Centre Assistant. This is on a casual hour contract, based on the centres needs and requirements.

Applications being accepted via CV only

Please drop CV in or email: [info@northamptonactive.com](mailto:info@northamptonactive.com)

### Staff Responsibilities:

As a Centre Assistant, you may be responsible for all or some of the below duties:

- Manual labour duties to aid with the setting up and pack down of both the events and activities
- Instructing various activities which you will be trained up for in-house
- Working under the instructions of the senior management team
- Ensuring that any cleaning duties for the centre and carried out when required
- Adhering to centre safety standards and legislation
- Ensuring excellent levels of customer service, both whilst welcoming and liaising with clients
- Undertaking security duties and ensuring the building is secured out of hours
- Help with set up of lighting, sound and conferencing equipment
- Working within and behind hospitality venues within the centre
- Dispensing useful information to event-goers
- Inspecting equipment for damage after and during use, ensuring reported to applicable people
- Office administration consistent of answering phone and checking in clients for all activities and events

### Staff Requirements:

- Outstanding organisational skills
- Diligence and attention to detail
- Exceptional interpersonal skills and a friendly demeanour
- Physical stamina and high energy levels
- Good problem-solving skills
- Ability to perform under pressure
- Excellent multitasking ability

Hours of work: Casual hours as and when required, weekdays and weekends

Remuneration: £Competitive

Incentives: Employee discount scheme across the centre