



JOB DESCRIPTION

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| Job title: | Centre Assistant (Whitehough Outdoor Centre) | Contractual status: | Zero Hours Contract |
| Hours of work: | Variety of hours and shift patterns available | Salary range: | National Minimum Wage |
| Location: | Whitehough Outdoor Education Centre, Barley New Rd, Barley, Burnley, BB12 9LF however you may be required to work away from this location as required to fulfil your duties and responsibilities. | Reporting to: | Centre Manager |

Role and Responsibilities:

- Undertake basic food preparation tasks for participants and clients.
- Perform a variety of cleaning activities such as sweeping, mopping, dusting and polishing throughout the facility.
- Maintain all linen and laundry within the facility ensuring all users have clean and comfortable laundry throughout the facility.
- Setting up the dining room and conference room for meetings or events (this will include moving chairs and tables).
- Ensure all rooms are cared for and inspected according to standards.
- Notify your line manager(s) of any damages, deficits and disturbances throughout the facility.
- Liaise with your line manager on stocking levels of all consumables and coordinate replacing products where appropriate.
- Adhere strictly to rules regarding health and safety and be aware of any company-related practices.



| PERSON SPECIFICATION – CENTRE ASSISTANT (WHITEHOUGH OUTDOOR CENTRE) | | |
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| CRITERIA | ESSENTIAL | DESIRABLE |
| QUALIFICATIONS | <ul style="list-style-type: none">• Driving license.• A positive attitude towards professional development and their own learning. | <ul style="list-style-type: none">• Food hygiene certificate.• Up to date first aid certificate. |
| EXPERIENCE & SKILLS | <ul style="list-style-type: none">• Knowledge of food hygiene practices. | <ul style="list-style-type: none">• Previous experience of working in hospitality. |
| PERSONAL QUALITIES | <ul style="list-style-type: none">• A passion for the community and making a difference.• Ability to work within a team and foster good working relationships.• Willingness to have a full DBS check.• Meticulous standards.• A friendly, positive ‘can do’ and courteous attitude.• A commitment to the aims, vision and values of Burnley FC in the Community.• Highly motivated, determined and conscientious.• Enthusiasm, energy and resilience.• An organised and efficient approach to work.• Flexible, helpful and responsive. | |