



Castaheany Community Centre

TITLE: Community Centre Attendant part-time

LOCATION: Castaheany Community Centre – Dublin 15

HOURS: Vary (Monday - Sunday)

REPORTING TO: Community Centre Manager

DUTIES: -

The Community Centre Attendant will be required to carry out the following duties (but not limited to): -

Security of premises

- Ensure that the premises are secured.
- Monitor CCTV system
- Liaise with School Caretaker
- Maintain contact with security / monitoring company
- Ensure that all user groups sign in on arrival and sign out on departure

Opening & Closure of premises

- Act as one of the nominated key holders for the building
- Close building when groups are finished
- Ensure that all doors and windows are locked and alarms are set
- Ensure that CCTV system is operating efficiently
- Ensure that the security monitoring company is notified of any faults with the alarm.

Supervision/Patrolling of premises

- Ensure premises are monitored efficiently
- Carry out regular patrols of the facility.
- Liaise with other staff members in the efficient management of the facility

Reception duties

- Answer the telephone and maintain and ensure that all messages are dealt with efficiently.
- Centre attendant must be polite and friendly to all callers while on the telephone.
- Be polite and friendly to all customers in the facility.

- Be aware of the different needs of individuals especially those who are first time users and those with special needs.
- A phonebook log of all numbers necessary on a daily/weekly basis for outgoing calls must be kept at reception and updated regularly.
- Record all incoming calls in the telephone message book and take clear exact details. The message must be transferred to the individual in question, and a duplicate copy kept at reception.
- Deliver information to the public from the reception area. This may be a query directly from a member of the public or it may be a telephone enquiry. This information must be distributed clearly and correctly.
- Leaflets/flyers/timetables etc. must be kept plentiful and up to date at reception at all times.
- Typing and formatting of documents (e.g.) timetables.

Maintenance Duties

- Carry out all maintenance duties necessary on the premises
- Clean and maintain all areas of the Centre
- Carry out regular check on all BMS equipment
- Ensure all systems are maintained regularly
- Notify the Manager of any issues relating to maintenance requirements

Grounds Maintenance

- Liaise with the school Care taker in developing a grounds maintenance

program

- Ensure the grounds are cleaned daily
- Ensure all weeds and debris are removed
- Ensure car parks are kept clear of rubbish

Administration duties

- Prepare invoices for all user groups and send out at the end of each month
- Maintain accurate records of all user groups and pricing structures
- Carry out any additional administration duties that may be required from time to time.

Set up rooms as required

- Ensure that rooms are left ready for school/community use.
- Ensure safety procedures are applied when stacking tables and chairs.
- Ensure that all user groups leave each room as they find it.
- Liaise with all user groups regarding allocation of space etc
- Ensure that no individual or group places equipment in the storage area without prior approval from the Shared Facility Executive.

Communications

- Deal with people in a courteous and diplomatic manner.
- Have regular contact with the Centre Manager
- Communicate, listen, and relay information accurately.

Documentation on the project

- Ensure that all records are kept locked in the filing cabinet provided
- Ensure the all accidents/ grievances are recorded in the Report Book.
- Reports must include names, addresses and phone numbers.
- Time and date of incident, how it happened, witness.
- Report to Garda! and line manager.
- Ensure that all maintenance manuals are kept in a secure place in the office

Evacuation & Emergency Procedures

- Be fully familiar with the health and safety policies and procedures and ensure that the appropriate procedures are applied in the event of an emergency
- Participate in all fire evacuation drills
- Ensure the appropriate emergency services are contacted and liaise with them on arrival.
- Ensure that calm is maintained at all times

Assigned duties / training

- Attend all training courses that are necessary in the line of duty
- Carry out any additional duties that may be assigned from time to time.

Employee benefits;

- Competitive Hourly rate
- Career opportunities
- Flexibility

Salary: €12.50 per hour

Experience in similar role would be an advantage