

Front of House Assistant Job Description

Employer: Irvine Community Sports Club, 3 Marress Road, Irvine, KA12 8PE
Job Title: Front of House Assistant

Line Manager: Responsible to General Manager

Rate of Pay: £9.90 per hour
Contract Length: 26 weeks

Hours: 30 hours per week

Job Description:

To assist the Club Manager in the day to day running of the Sports Club. Ensuring that all duties are completed in a timely and efficient manner.

Duties will include:

- Adherence to club policies and procedures on safety at work, including COVID-19 policies.
- Sanitization and Cleaning to ensure hygiene standards are maintained.
- Using club systems to ensure booking, membership and general enquiries are answered and dealt with in a timely manner.
- Collating information from booking system to ensure that areas required for use are clean and set up in advance.
- Interacting online using the club's social media to keep members and member so the public up to date with what's happening at the club.
- There will be opportunities to develop further skills and training in Bar Skills and work as well, dependant on successful candidate and if this is something they would like to try as well.
- Undertaking any training deemed necessary to undertake and fulfil the position.
- Participation in monthly reviews with line manager and engage actively with all feedback provided.

Personal Specification:

To be eligible to apply for this position, due to funding criteria, we can only accept applications from people who meet the following criteria:

- People over the age of 25.
- Unemployed for more than 12 months.
- Willingness to engage with CEIS, NAC, Job Centre Plus and complete training before start date if successful.
- Available for interviews between 10th and 13th of January 2022.
- Available to attend Registration Day between 17th and 19th January 2022.
- Start Dates will be after 20th January 2022, date to be confirmed.