



## JOB DESCRIPTION

### CHRIST'S HOSPITAL ENTERPRISES LTD (CHEL)

**Job Title:** Leisure Assistant

**Responsible to:** Duty Managers and Deputy Manager, CHEL

**Responsible for:** Satisfying the needs of the business

**Specific Duties:** Representing the School and CHEL in a positive, constructive and welcoming manner to our guests and contributing to the success of any event or activity that CHEL may undertake by:

Carrying out any duties as requested by line management.

Specific responsibilities will include:

- Maintenance of linen stock
- Movement and storage of school/CHEL items over the letting period
- Conducting inspections of the hired facilities to report any damages
- Liaising with client and CHEL duty managers for ad hoc requests

***Authority: As directed by your line manager***

#### ***General***

From time to time you may be required to assist in other duties in support of other activities at Christ's Hospital. These duties will not when considered in total be to an extent which changes the overall character of your job.

#### ***Health & Safety***

To comply with any instructions or information given by your Line Manager concerning safe practice and methods of work.

To take care at all times to maintain your own health and safety and that of work colleagues or any other individuals with whom you may come into contact.

#### ***Data Protection***

At all times to observe the requirements of the Data Protection Act so far as these may apply to your post.

#### ***Confidentiality***

To carry out your duties having due regard to maintaining the confidential nature of information concerning the work and business of Christ's Hospital Enterprises Limited.