



Community Centre . Bullenshaw Road . Hemsworth . Pontefract . West Yorkshire . WF9 4NE
Tel: (01977) 617617 Fax: (01977) 610494 Email: clerk@hemsworthcouncil.co.uk Web: www.hemsworthcouncil.co.uk
Town Clerk: Mrs. Tina A. Pattison MMS, MILCM

SEASONAL LEISURE ASSISTANTS REQUIRED

In accordance with the Town Council's policy seasonal vacancies now exist for the following:

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Seasonal Leisure Assistants to carry out various duties in the Lakeside Café, Soft Play area, Hemsworth Water Park and Playworld, Sandygate Football Facility and the Community Centre.

These positions are available from Easter 2018 to September 2018 and the duties cover a seven day flexible pattern, and will include weekends and school holiday periods.

The rate of pay will be £7.50 per hour increasing to £7.83 per hour from 01 April 2018.

Application forms are available from the Council website at www.hemsworthcouncil.co.uk or by visiting the Community Centre (details below) or by ringing 01977 617617. You may also send your CV as an alternative.

Please return your CV or your completed application form to: -

Hemsworth Town Council
Community Centre
Bullenshaw Road
Hemsworth
Pontefract
WF9 4NE

Closing date for application is 02 March 2018.
Interviews are to be held week commencing 05 March 2018.

JOB DESCRIPTION SEASONAL ASSISTANT

Purpose of Job

To assist in the day-to-day running of the facilities at Hemsworth Water Park, Lakeside cafe, Community Centre, Sandygate Football Facilities and any other site owned by Hemsworth Town Council in accordance with the aims and objectives of the Council and to ensure the safe use and cleanliness of the all facilities.

Responsible to

Hemsworth Water Park – Facilities Manager
Community Centre – Deputy Clerk
Sandygate Football Facility – Deputy Clerk
Lakeside Café – Café Supervisor

Hours

The contract is based on two hours per week and staff will be expected to work the hours required to fulfil their duties and responsibilities.

The Town Council's facilities are open seven days a week from 07:00am to 23:00.

General Tasks

This includes on a daily basis the following:

- Keeping all facilities clean and safe to use.
- Taking entrance fees and or sales of refreshments.
- To assist in setting up and dismantling of equipment to ensure all facilities are available for customers

Customer Service

The priority of all Town Council staff is to provide a friendly and efficient full service to all customers at all times which means:

- Maintaining the opening times as agreed.
- Providing a full service at all Town Council facilities.
- Ensure a polite and friendly attitude to all customers.

Financial

- To complete each day in a clear and precise way any daily cashing up sheet required for the duties performed on that day.

Maintenance

- Ensure Council facility areas inside and out, are clean safe and hygienic at all times.
- Ensure that basic cleaning duties are carried out.

Other duties

To carry out other duties as required by your line manager from time to time.

Have a firm commitment to community run services.

Hemsworth Town Council is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

It will be necessary for you to work outside normal working hours including working evenings, weekends and Bank Holidays.

Tina Pattison - Town Clerk

Visit Hemsworth Water Park, Playworld and the Lakeside Cafe for a great family day out