



Clare College

Job Description

Job Title:	Support Services Casual Assistant
Reports to:	Conference and Events Manager
Hours of work:	Your hours of work will be on a casual, flexible shift basis. Shift times and days of the week worked will vary to meet College requirements and may include some evening and weekend working during peak times. A free meal will be provided if working over the lunchtime period.
Place of Work:	You will work at any of the College's three sites: Old Court, Memorial Court and Castle Court or outlying locations.

Your main responsibilities will include but are not limited to the following duties:

- Set-up meeting rooms, dining rooms, offices, classrooms and bedrooms according to conference requirements. This will include the setting up and moving of furniture, beds and dining equipment.
- Undertake the movement of bulky, awkward or heavy items as necessary in, or between, the College sites which may include packing items for removal or storage. Strict observance must be given to Health & Safety legislation and advice regarding Manual Handling.
- To assist in the servicing of all conference meeting rooms with water, glasses etc. Ensuring rooms are checked each refreshment break and lunch time for any extras that may be required.
- To assist with providing support to both College and external event organisers.

General

- To encourage the observance of the College rules set out in the Staff Handbook
- To adhere to Health and Safety rules and regulations.
- To support team members in achieving high standards of service in relation to all of the tasks listed above
- To undertake such other duties as may reasonably be required in this position.