

# Part Time Facilities Coordinator



**16 hours per week**

**Tuesday & Thursday 5pm to 10pm & Wednesday 5pm to 11pm**

**£9.15 per hour**

We are looking for a part time facilities coordinator who enjoys working with people, creating a warm and friendly atmosphere and is interested in seeing the community of Southmead thrive. Duties will include setting up/down meeting rooms, the main hall and other various areas, reception work including serving customers and doing the end of day cashing up and admin work. You will also be a key holder and responsible for securing the building at the end of your shift. The role also involves some heavy lifting so applicants must be physically fit.

For an application pack or more information please contact the Greenway Centre on 0117 9503335 or email [stephenhaddow@southmead.org](mailto:stephenhaddow@southmead.org). The deadline for applications for this post is Sunday 17<sup>th</sup> March 2019. Interviews are likely to take place Wednesday 20<sup>th</sup> March 2019.