

## JOB DESCRIPTION

The Assistant Manager will have responsibility for the day to day running of the Barnes Close Conference Centre and will assist the Community Co-Ordinator in the running of CfR Residential Events and in servicing the wider work.

The principal tasks are:

- Administration of the office, including maintenance of office and CfR records
- Processing of bookings from initial enquiry to settlement of invoice ensuring that guest requirements are up to date, in order and communication to staff and volunteers on a need to know basis
- Seeking new bookings in collaboration with Community Co-Ordinator
- Welcoming of guests and ensuring their well-being
- Production of Staff and Volunteer Rotas, the engagement of extra staff as required, liaising with off-site and occasional volunteers
- Agreeing menus with cooks
- Responsibility for day to day finances of the centre
- Responsibility for serving of meals and clearing away
- Preparing meals if required
- Responsibility for the cleanliness of house in liaison with the housekeeper
- Responsibility for maintenance of buildings and grounds, including games and leisure equipment, in liaison with the gardener/handyman
- Responsibility for kitchen maintenance in liaison with cooks
- Purchase of food and tuck shop requisites
- Operation of Book and Craft stall including stock purchase
- Emptying of payphone, craft and book stall cash box and tuck shop cash box and recording details
- Banking
- Operation of petty cash system
- Payment of volunteers expenses
- Production of publicity materials and quarterly newslink in conjunction with the Community Co-Ordinator
- Keeping control on oil and gas levels and ensuring adequate supplies
- Dealing with all suppliers including invoice checking
- Night Call
- Such other tasks as may be required to ensure the safe and efficient running of Barnes Close

The Assistant Manager will be assisted in these tasks by such volunteers, residential and non-residential, as are required

The Assistant Manager reports to the Community Co-Ordinator.

It is anticipated that the Assistant Manager will normally work five days a week, which will normally include three weekends out of four.

The Community Co-Ordinator, and Assistant Manager will liaise over Annual Leave and other time off, including in-service training, in order to ensure adequate management cover for Barnes Close.