



Oundle Town Council

The Courthouse - Mill Road - Oundle – Peterborough - PE8 4BW

Telephone: 01832 272055

Email: admin@oundle.gov.uk Website: www.oundle.gov.uk

'Oundle Town Council's vision for Oundle is that it remains a beautiful thriving market town renowned for being a fantastic place to live, work and a joy to visit'.

Two vacancies exist for Hospitality Officers to work at Fletton House the new community building in Oundle refurbished by Oundle Town Council and due to open on 1st September 2015. The new building will include a hospitality 'hub' which will be open to the public and will also support functions, offer refreshments for meetings and other events.

Under the direction of the Town Clerk, the Hospitality Officers shall be responsible for helping to deliver the Council's vision through effectively and efficiently managing the Council's hospitality offering across its sites helping to increase hire rates and the use of the facilities and to build a revenue stream through the offering.

The jobs are located at Fletton House, Glapthorn Road, Oundle. The working hours will be 7.30am to 5.30pm Monday to Sunday although flexibility to cover additional hours is required. The hours for each role will be worked as follows:

- Mon – Wed 7.30am to 5.30pm and Thurs 7.30am – 1.00pm;
- Thurs 12.00pm -5.30pm Fri – Sun 7.30am – 5.30pm.

These may be operated on a rota basis which will be agreed during the selection process. The hours include unpaid breaks of 1 hour on a full day and half hour on a half day.

The roles will initially be offered on a One Year Fixed Term Contract.

The hourly rate of pay is £9.90 per hour (SCP20), with the opportunity to participate in the Local Government pension scheme.

If you are interested in this position, please contact us on 01832 272055 or visit www.oundle.gov.uk or www.oundle.info or call in at The Courthouse to obtain a Job Description and Person Specification. Applications should be made in writing and received by 10 July 2015; a current CV must be enclosed, detailing your qualifications, skills and knowledge as well as your work and education history.

Shortlisted candidates will be invited for interview on 16th July 2015.

Oundle Town Council operates an Equal Opportunities Policy and all applicants will be given equal opportunities in employment regardless of gender, age, race, disabilities, caring responsibilities, ethnic origin, sexual orientation, religious beliefs and / or trade union membership.



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JOB DESCRIPTION – HOSPITALITY OFFICER

1. **Reports to:**
Oundle Town Council Town Clerk.
2. **Management:**
No staff management responsibility although the role will be responsible for managing volunteers working within the area.
3. **Overall Aim:**
To ensure the Council's hospitality offering is delivered as a high quality service meeting the Council's vision and the needs of the users.
4. **Role:**
The role is to help deliver the Council's vision through effectively and efficiently managing the Council's hospitality offering across its sites helping to increase hire rates and the use of the facilities and to build a revenue stream through the hospitality offering.
5. **Hours:**
The hours of work will be from 7.30am to 5.30pm 7 days a week with the hospitality area being open to the public from 8.00am to 5.00pm with some flexibility dependent upon business needs. Where evening and weekend work is required this will be recompensed on the basis of time off in lieu or overtime.

The hours for the roles will be:
 - Mon – Wed 7.30am to 5.30pm and Thurs 7.30am – 1.00pm (32 hours);
 - Thurs 12.00pm -5.30pm Fri – Sun 7.30am – 5.30pm (32 hours).These may be operated on a rota basis which will be agreed during the selection process. The hours include unpaid breaks of 1 hour on a full day and half hour on a half day.
6. **Grade:**
NJC Grade 20 (£9.90p.h) – 1 year fixed term contract.
7. **Activities:**
 - Contribute to the devising, planning, delivery and continual improvement of Oundle Town Council's hospitality offering.
 - Ensure all appropriate regulations are implemented and adhered to i.e. Health & Safety, Hygiene Practices, Catering Equipment Safety etc.

- Ensure the security of the hospitality area, stock, cash, till and banking.
- Ensure effective systems for stock control, purchasing, cost control, financial record keeping etc. are in place and implemented.
- Ensure that catering and hospitality requirements related to lettings and private hires and other events are delivered and meet customer requirements.
- Develop and implement customer care policies and procedures, to ensure customer expectations are continually met and raised.
- Support and develop the volunteer team within the hospitality area, ensuring they are enabled to carry out assigned roles efficiently and effectively.
- Deliver work within budget and agreed targets.
- Work with members of Oundle Town Council to ensure that the hospitality offering attracts an increasing number and range of audiences and visitors.
- To work closely with other Oundle Town Council staff in delivering any Council owned events and activities, providing support and guidance as requested.
- Provide monthly progress reports on activities for submission to the Council and to produce reports as directed by the Town Clerk.
- To be aware of funding sources and prepare funding bids.
- Any other duties commensurate with the post which may be reasonably required.