



SHUTTLEWORTH

www.shuttleworth.org

Old Warden, Near Biggleswade, Bedfordshire, SG18 9EP

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Job Description

- Job Title:** Casual Event Operations Assistant
- Reports to:** Hospitality Operations Manager
- Work Pattern:** 0 hour contract. Shifts allocated up to 3 weeks in advance, averaging 30 hours per week throughout peak months (May – October).
- Hourly rate:** £8.00 to £9.20 per hour.

Overall Responsibilities

As a member of the operations team, you will be responsible for assisting with the set up and break down of events and functions at The House, and across site where required.

Main Duties

- Lifting and moving of furniture, to include tables, chairs, portable dancefloor, portable bar & fridges.
- Ensuring all items and furniture are moved safely and efficiently, taking particular care of heritage items and the fabric of the buildings.
- Assist the event and operational teams with the setup of rooms for events & weddings according to the event plans.
- Help to unload bar deliveries, ensuring stock is stored in the correct places.
- Assist the event and operational teams with the breakdown of rooms following the end of a function
- Follow Health & Safety/COSHH procedures at all times
- Maintain high standards of cleanliness in all work area
- During the busy periods you will be required to work extra hours assisting the delivery team with service on wedding and events days. This will include work on the bar, work as a waiter and assisting the Head Chef as required.

Person Specification

- Must be able to undertake manual handling tasks
- A team player willing to be flexible to meet the changing needs of the business
- Ability to self-motivate and work without guidance on occasion
- Good organiser with the ability to foresee where assistance is needed
- Previous experience in a facilities/events type role desirable but not essential.