

6. Start Date

Your employment as Assistant Manager in terms of this contract will begin on Wednesday, 9 September 2020. For the avoidance of doubt, this contract modifies but continues your previous employment with us which began on 6 November 2012.

7. Duties and Responsibilities

Acting together and in consultation with the Meeting House Managers you will be expected:-

To be a welcoming presence, greeting visitors to the Meeting House and attending to any reasonable requests and needs that they may have. In particular you will be expected:

- (a) To prepare the Meeting House as appropriate for use by Quakers and other visitors and users who hire rooms and equipment.
- (b) To operate the Meeting House catering facilities, including the keeping of appropriate records, and to communicate with and support outside caterers as necessary.
- (c) To be responsible for weekly maintenance and tests of the fire alarm system, the emergency lights system, the security systems, the kitchen waste and ventilation and cleaning systems, and their associated records.
- (d) In consultation with the Meeting House Managers, to undertake and where necessary instruct such minor repairs to equipment and the fabric of the building as may be required.
- (e) To be an active participant in the setting up, running and decommissioning of the premises as Venue 40 as part of the Edinburgh Festival Fringe during August every year.
- (f) To assist with the invoicing of the lettings contracts as required by the Meeting House Managers.
- (g) To be prepared to work alone when the need arises.
- (h) To undertake such other tasks related to the running of the Meeting House as may be reasonably required and agreed with the Meeting House Managers.
- (i) To respond to telephone and email enquiries.
- (j) To understand and operate the lettings contracts system and the bookkeeping for the accounts, payments and cash.

- (k) To provide on-call assistance when required, sharing responsibility with the Managers.
- (l) In the absence of the Meeting House Managers (for instance, if they have days off, holidays or meetings outside the Meeting House) additionally to undertake the following:
 - (i) To ensure that the building is staffed at all times as required to meet the needs of hirers and other users, and to provide any necessary supervision to the staff.
 - (ii) To provide on-call assistance.

8. Normal Pattern of Work

The current pattern of an average of 27 hours' work per week is as follows:

| <u>Week 1</u> | <u>Week 2</u> |
|--|-------------------------------------|
| Wednesday: 8 hours, on call in evening | Monday: 8 hours, on call in evening |
| Thursday: 8 hours, on call in evening | Tuesday: 8 hours |
| Friday: 8 hours, on call in evening | Wednesday: 8 hours |
| Saturday: On call 09.00-17.00 | |
| Sunday: 6 hours | |

Evening is defined as being between 17.00 and 22.00.

9. Training

You will be given such training as is necessary for you to undertake your job.

10. Reasonable Amendment

This contract may be subject to reasonable amendment from time to time after discussion and within the scope of the stated job purposes.