



Staff Vacancy

Crowborough Community Centre Duty Manager

**£9.11 ph
Weekday Evenings**

Are you a highly motivated, customer-focused person?

Our thriving Community Centre, incorporating a dance studio, theatre space, conference facilities, meeting rooms and a café needs a duty manager to:

1. Ensure rooms are prepared for use and provide users with on-going support
2. Promote the Centre and encourage sales
3. Manage client relations (for specific customers during shift)
4. Ensure security of the Centre, opening and closing the building when this falls within individual working hours.
5. Undertake weekly building inspections as necessary
6. General booking and administrative duties.
7. Show potential new users the facilities.

Contact info@crowboroughcentre.info to apply