



The Sussex Archaeological Society

Job Description

Job Title	Event Supervisor (Casual)
Location	Anne of Cleves House, Lewes Castle and Michelham Priory
Reports to	Weddings and Functions Manager
Reporting to Post Holder	N/A
Salary and Hours	£9.50 per hour
Main Purpose of the Job	To help deliver the weddings and events service to the agreed specification with the client, efficiently and providing an exceptionally high standard of customer service.

ACCOUNTABILITIES

1. Meet and greet clients on the day of the wedding/event/ theatre, ensuring outstanding customer service is provided throughout the event from start to finish.
2. Work with the Wedding and Functions Manager and property team members on the site in order to ensure it is safe, secure and presentable.
3. Assist with setting up each event in accordance with the agreed specification.
4. Assist caterers and suppliers on events with any help they may need (e.g. moving furniture, serving drink and food)
5. Clear up after the event, ensuring that hygiene and health and safety guidelines are followed at all times.
6. Ensure buildings are opened and ready in time for client/ supplier arrival and secured at the end of an event.

Key Tasks	Approximate % of time allocation
Ensure high standards of customer care are provided at all times from start to finish.	Ongoing
Working with caterers to ensure that any food and drinks are served efficiently and in accordance with the agreed timing schedule and to high standards of food safety and hygiene.	20%
Help with preparations of the site for events and functions e.g. erecting marquees, setting out chairs and tables, lighting and signage.	20%
Meet and greet arriving guests, always remembering that you are a representative of the Society.	10%
Provide support to the Weddings and Functions Manager	10%
Help clear the site properly away after each function and restored to a high standard of tidiness and cleanliness.	20%
Resolve any issues that arise on site on the day of the function, liaising as necessary with other Society staff including your Weddings and Functions Manager, Site Operations staff, Visitor Services Assistants, Catering team and Cleaners.	10%
Ensure that you are familiar with the Risk Assessment, Health and Safety policies, practices and procedures and that these are followed for the safe running of events and functions on both sites.	ongoing
Being responsible for certain keys and alarming procedures relating to your assigned area, locking and securing those areas after use.	10%

Please note that the role involves manual lifting and handling, standing for long periods and may involve ongoing physical effort. There is also a requirement to handle hot food and liquids, enter a hot kitchen area and dispose of waste.

There is a requirement for regular weekend working, evening working and bank holidays throughout the summer season. Some shifts at Michelham Priory do not finish until 1.30am.

Please note due to its rural location you will need access to your own transport to work at Michelham Priory.

This job description sets out the key accountabilities of the post at the time when it was drawn up and is not an exhaustive list. The Society reserves the right to request staff to undertake work of a similar nature which might not be listed on the job description.

Person Specification

Event Supervisor (Casual)

Criteria	Competency	Essential	Desirable
Key abilities and skills	Good organisational ability in a busy work environment.	√	
	Excellent interpersonal communication skills, orally and in writing including keeping accurate records.	√	
	A high standard of customer care and excellent problem solving skills.	√	
	Positive attitude and approachable manner.	√	
Education & Qualifications	Certificate in Food Safety/Hygiene Level 2.		√
Knowledge & Experience	Experience of working in events and/or catering.		√
	Experience of serving food and drink at catered functions (training will be provided).		√
	Demonstrable Customer Service experience.	√	
	Trustworthiness and honesty.	√	

March 2021