



Sandwich Bay Bird Observatory Trust

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Registered Charity no. 289343

FIELD CENTRE ASSISTANT

Job description

- The work of the Field Centre Assistant will be directed on a day-to day basis by the Observatory Warden, acting under the overall guidance of the Council of Trustees through the Chair of the Trust.
- The primary role of the Field Centre Assistant is to ensure the smooth running of the hostel and to ensure the food safety procedures are kept to and records maintained

Responsibilities:

- 1) To work with the Warden concerning the hostel bookings
- 2) To ensure guests have the information they need
- 3) To ensure the accommodation log is completed
- 4) To clean and prepare rooms for visitors
- 5) To clean the toilet, sinks and showers and keep the accommodation communal areas tidy and clean
- 6) To launder the bed linen, towels and kitchen linen in a timely manner
- 7) To monitor cleaning, toilet and laundry materials
- 8) To meet and greet guests to the Observatory when on the premises
- 9) To undertake the daily food safety procedures and keep the food safety logs up to date
- 10) To report faults in the Building Log

From time to time requests may be made to perform additional tasks not listed in this job description. Such requests will be discussed and agreed upon in advance with your line manager.

