

**The Grassic Gibbon Centre**  
**Arbuthnott**  
**Laurencekirk**  
**AB30 1PB**  
**Tel: 01561 361668**  
**Email:lgginfo@grassicgibbon.com**

## **Job Description**

### **Position Vacant:**

General Centre Assistant

Part – time

Seasonal

March-October 2019

### **Hours:**

**We currently have vacancies for weekday and weekend staff.**

1) Weekday and Weekend shifts are from 9.30am-1.30pm and 1pm-5pm. Staff generally work 4 hour shifts but, on some occasions, can work full days if that suits them and other staff better.

Occasionally some evening and additional weekend work may also be required to assist with group visits or staff holidays.

### **Rate of Pay:**

The rate of pay varies depending on age and experience; following is the current basic over 25 adult rate: £7.83 per hour. This will increase to £8.21 in April 2019.

### **Job Description:**

The position involves general centre duties and customer care including preparing light snacks, serving customers, washing dishes, handling money and some light cleaning. Generally you will be required to work independently and at times you will be required to undertake full responsibility for the security of the building.

The morning shift also requires some basic cooking and baking skills.

Training will be given as required.

You will be expected to occasionally work some evenings and additional hours at weekends, if required, to help with group visits or to cover other staff holidays.

### **General:**

The Grassic Gibbon Centre is a not-for-profit social enterprise and all staff are expected to be as flexible as possible and work as part of a team.