



Events Assistant

We are looking for an enthusiastic individual to join The Charis Centre staff team to help with the practical elements of running a church building and events business. You will help with the setting up and packing down of rooms that are used for church ministries, training, and events.

In addition, you will be asked to support one off large event's by helping us delivery high quality customer service and hospitality.

We are looking for someone who is reliable and flexible to meet business need. You will need to be fit and able to move equipment around the building as required.

Location: The Charis Centre, West Green Drive, Crawley, RH11 7EL

Pay: To be discussed at interview

Contract: Zero hour – As and when required. Weekly shifts available.

Responsible to: Events & Finance Manager

Job Description

Events

- Set up and set down of rooms:
 - Hoovering
 - Cleaning of tables
 - Restocking refreshments
 - Setting up equipment to requirements
 - Emptying bins
- Setting up church ministries as per requirements
 - Setting up and packing away children's play equipment.
 - Moving tables and chairs around the building.
 - Transporting equipment from garages to the main building.
 - Set up AV equipment.
- Support one off events by
 - Welcoming delegates
 - Help prepare and serve food.
 - Directing car parking
 - Washing up and cleaning of the kitchen area and equipment
 - Reset rooms after the event
- Other duties as directed by the Events Manager or Operations Director.