



Alton Maltings Centre Assistant

About Harvest Church and Alton Maltings

Harvest Church is a growing, multigenerational church made up of people transformed by Jesus and sent on his mission.

Alton Maltings is a community initiative of Harvest Church and a popular conference venue in Hampshire. It hosts a wide range of events and provides versatile meeting spaces for local gatherings, activities, and community use.

Role Overview

This role supports the smooth day-to-day operation of the venue, ensuring a clean, safe, and welcoming environment for clients, visitors, and community groups. The postholder will contribute to delivering an excellent customer experience while reflecting the values and ethos of Harvest Church.

Key Responsibilities:

1. Perform all duties requested by the Bookings & Facilities Manager or their delegate. These may include:

- Setting up rooms for clients as required & taking down afterwards
- Ensuring Alton Maltings is maintained in a good state of cleanliness & tidiness, inside & outside
- Ensuring toilets are checked for cleanliness
- Carrying out minor repairs & maintenance
- Carrying out emergency cleaning after accidents
- Ensuring the appropriate disposal of waste & the emptying of all bins
- Ensuring the commercial kitchen is maintained clean & tidy with all items clean, dry & stored
- Ensuring all accidents/incidents/damage/shortfalls are appropriately reported
- Responding to on-the-spot customer requests. Notifying the Bookings & Facilities Manager so additional requirements can be invoiced
- Checking & maintaining stock levels of all conferencing resources & catering consumables
- Overseeing all laundry requirements to meet the needs of all conferencing events

2. Take responsibility as Duty Manager when assigned a shift as the only employee present within Alton Maltings. This is likely to include taking responsibility for:

- opening & locking the building
- acting as a lone worker prior to clients arriving & following their departure
- ensuring the safety of all users of Alton Maltings present in the building
- in the event of a fire, checking the fire control panel & evacuating the building

Person Specification

- Physical stamina and high energy levels
- Able to politely manage conflicting demands
- Strong organisational skills, able to plan, prioritise, meet deadlines & self-manage
- Team player with strong inter-personal & communication skills (written & verbal)
- Approachable & personable, relates well to other people, with & without church background
- Resourceful, able to cope under pressure, to use own initiative & to problem-solve
- Flexible & adaptable, able to work well with others & alone
- Committed to excellent customer service
- Sympathetic to the Christian faith, able to reflect the aims, values & ethos of Harvest Church at all times.

Job Details

Location: Alton, Hampshire

Salary: £13.45ph

Hours: Flexible, up to 20 hours per week (evening & Saturday work available).

Contract: Zero hours

Responsible to: Bookings & Facilities Manager

How to Apply

To apply for this role, please send a CV and covering letter to Nadia Eaton: nadia.eaton@maltings.life

If you'd like an informal conversation prior to applying please get in touch using the same details.