

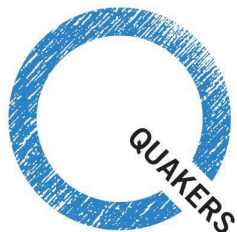


RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)
South East Scotland Area Meeting

Meeting House Casual Assistant

Job Description

1. Be a friendly welcoming presence to hirers, visitors and Quakers using the building
2. Prepare rooms and clear up after Meetings for Worship and lettings
3. Provide hospitality needs for groups including refreshments and audio-visual equipment
4. Open and close the Meeting House, when necessary
5. Be able to move chairs and tables alone and place full trays of crockery in the dishwasher, and to use flights of stairs during shifts (the building consists of three storeys)
6. Answer visitor and telephone enquiries
7. Deal with cleaning and hygiene needs as necessary: e.g. toilets, rubbish bins, recycling, laundry, using the dishwasher, disinfecting, sanitising
8. Be prepared to work alone when necessary (e.g. evenings and weekends)
9. Receive, record and secure payments and other monies
10. Be able to operate the alarm procedures for basic security and for fire, intruder and lift emergencies (training will be provided)
11. Operate the emergency lighting, lighting, heating and ventilation systems
12. Be willing to participate in additional training
13. Attend and contribute to regular staff meetings



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Person Specification

Essential:

1. Experience of working with the general public, e.g. in a retail, hospitality or customer service setting, whether paid or voluntary.
2. Excellent interpersonal skills, including being able to work alone or as part of a team.
3. Physical ability to move furniture/lift trays of crockery/climb flights of stairs.
4. Ability to respond flexibly to the needs of users of the building, following instructions and policies accurately but working on own initiative when necessary.
5. Ability to communicate clearly whether face-to-face or on the phone and in a friendly manner.
6. Competence in using computers (to access on-line diary, booking system and for communication with the manager(s)).
7. Be in sympathy with Quaker values and beliefs. More information can be found on the Quakers in Scotland website here: <https://www.quakerscotland.org/>

Desirable:

1. Food Hygiene qualification to Level 2 and First Aid qualification (will be provided at employer's expense if not already achieved)
2. Lived experience of Quakerism

Remuneration:

Real Living Wage (£12.60 per hour as of August 2026).