

HAC500- Front of House Relief

Job Description

Relief Front of House required for a corporate assignment in KT13. 36hrs average per week and shifts will include days nights & weekends.

FOH shifts will pay: £11.64

Duties include;

- Front of House – Meeting & Greeting visitors, tenants, contractors and site staff
- Respond to requests for assistance via email, telephone or in person
- Maintain all logbooks and records as required
- Issue visitor and contractor passes
- Record and report all instances of lost property
- Conduct daily Health & Safety checks
- Liaising with tenants
- Liaising with security team
- Supporting the Building Manager as required
- Access control, patrolling, locking, and unlocking of buildings, CCTV Monitoring, Reception cover and other security tasks as required.

Own transport is essential due to locations.

Applicants must be able to commence ASAP

Applicant must be able to present 5 year employment/education history upon application. The employer has claimed an exception under the Equality Act 2010.

Applicants must send head and shoulders photo with application, applications not supported with a photo will not be progressed.

Please use the Application Form on the right using reference **HAC500**