



# Job Description

<b>Job title</b>	<b>HMH Co-ordinator</b>
<b>Status</b>	<b>Permanent / Part-time</b>
<b>Location</b>	<b>The Hospital of St Cross, Winchester</b>
<b>Line manager</b>	<b>Clerk to the Trustees</b>

**Job Summary:** To manage the Hundred Men's Hall Tea Room, and its Volunteers.

## Personnel

1. To recruit, induct, train and supervise volunteers, including managing monthly rotas
2. Liaise with Hospital staff (Porter and Deputy Clerk)
3. Delegate tasks as necessary; keep Clerk updated
4. Submit weekly timesheet (Friday) and accurately record work mileage

## Catering

5. Creatively consider growing our savoury/lunch time offerings; aiming for economic, tasty & simple
6. Include a popular variety of foods for visitors, including dietary requirements and allergies.
8. Use local seasonal produce where possible
9. Consider food waste and reduce where you can

## Supplies

9. Carry out regular stock takes and re-order foods and other supplies, as required
10. Visit Cash & Carry to purchase stock
11. Liaise with caterers as required
12. Use local suppliers where possible
13. Work with us towards our commitment to our site's Net Zero Policy

## Visitor Groups

14. Via the office & the Porter; contact group tour leaders to make arrangements for refreshments.
15. Maintain diary of bookings and allocate volunteers appropriately
16. Liaise with Porter to resolve issues as they arise with visiting groups

## Financial

17. Manage and record income (via the till) and expenditure and liaise with Accounts Manager to transfer information to Hospital accounts.
18. Place and record orders (for supplies and catering for group bookings) and cc to Accounts Manager
19. Liaise with Accounts Manager for the production of sales invoices

## Premises

20. Manage daily set-up and shut down of HMH
21. Notify office about issues with equipment. Be responsible for cleanliness and security

## Compliance



22. To ensure Health & Safety and Environmental Health regulations are compliant & in date
23. Be Food Hygiene trained and hold an in-date Certificate
24. Train volunteers in Food Hygiene.
25. Train volunteers in Fire Safety and Fire Drill procedures
26. Check First Aid Box contents monthly, request new stocks from office
27. Be willing to undertake a First Aid Training course

### **Other Duties**

1. To carry out other duties as required within the nature of the role of HMH Co-ordinator.
2. To carry out any other reasonable duties as requested, in line with skills and level of responsibility.
3. At all times to work within St Cross' policies; including our Health & Safety and Equality & Diversity policies.
4. To attend staff meetings as required
5. Attend Quarterly & Visitors Committee meetings.
6. To participate in personal performance reviews.
7. To attend any core job-related training.
8. To maintain an awareness of the Hospital's Health & Safety rules and fire regulations, and the post-holder's particular responsibility within that policy.