

**Job Description-**  
**Bristol & Anchor/  
The Beehive Centre  
Site Assistant**



Hours: 12 (with a view to increase at a later date)

Days: Tues/Wed/Thus 9-1pm.

Salary: Bristol Living Wage £10.90 per hour.

**Are you...**

- Friendly**
- Keen to learn new skills**
- Enthusiastic**
- Confident at reading and writing in English**
- Happy being around other people and talking to strangers**
- Able to lift and carry things such as chairs and tables.**

**If the answer is yes, then we want to hear from you!**

**Job Description and Responsibilities:**

We are looking for someone to join our small, friendly team here at Bristol and Anchor Almshouse Charity. We are made up of The Beehive Centre, which is a Community Centre, and 22 Almshouses, which is where older people live independently.

The Site Assistant job is a new post. We are looking for someone who can help the existing caretaker with jobs across the site including small maintenance tasks like sweeping and organising and support the community centre staff with setting up the chairs and tables in the rooms for activities and helping us keep the centre clean and tidy.

## **This job will include tasks such as:**

- Putting up tables and chairs ready for an activity or for the café.
- Sweeping the leaves up outside the centre.
- Re-filling toilet rolls, paper towels and changing bin bags.
- Completing checks in the community centre and in the flats alongside the caretaker.
- Helping the caretaker with small maintenance and decorating tasks.
- Packing tables and chairs away after activities and sweeping the floor.
- Helping to set up for events (this will occasionally be outside of your usual working hours, for time of in lieu).

You don't need to be able to do all of these things straight away. You will be working alongside the existing staff to learn new skills and take on more responsibility as time continues. The most important thing to us is finding someone who wants to be part of our team here at The Beehive Centre and is keen to get stuck in.

## **How to apply for this role**

If you are interested in this job, please talk to your Navigator or to Matt at WE Work. You don't need to fill in an application form or have a sit-down interview for this job. Instead, The Beehive Centre would like people to come along and try out the job. This is called a working interview.

The Working Interviews will take place on either:  
**Tuesday 18<sup>th</sup> OR Wednesday 19<sup>th</sup> April from 10am to 1pm**

**If you have any further questions about this role, get in touch with us via [weworkforeveryone@bristol.gov.uk](mailto:weworkforeveryone@bristol.gov.uk) or 07918 982758 asking for Matt**