



Person Specification – Welcome Host

Essential Criteria

- Friendly, welcoming manner with strong customer service skills
- Ability to work well as part of a team
- Good communication skills
- High standard of personal organisation and reliability
- Ability to maintain confidentiality at all times
- Experience in cleaning, caretaking, or facilities support
- Ability to carry out manual handling tasks (e.g., moving chairs/tables)
- Willingness to follow cleaning procedures and health & safety guidelines
- Ability to work independently and use initiative
- Basic literacy and numeracy skills

Desirable Criteria

- Previous experience in a front-of-house or hospitality role
- Experience setting up rooms for meetings or events
- Knowledge of cleaning equipment and materials
- Basic maintenance or DIY skills
- Awareness of safeguarding and confidentiality principles
- Experience working in a community building or similar environment