

Position Description

Charity Housie Worker

Job family	Corporate and Service Support (CSS)
Reporting to	Manager, Charity Housie & Club Fundraising
Directly supervising	n/a
Date prepared	6 December 2016

Position purpose

The Charity Housie Worker contributes to the efficient and profitable running of Learning Links' Charity Housie/Club Bingo sessions.

Working under the direction of the Charity Housie Area Managers, and operating within the governing regulations, this position is responsible for:

- Setting up for sessions including loading and unloading materials and preparing these materials and raffle tickets to be used in Charity Housie/Club Bingo sessions
- Calling games,
- Selling cards and raffle tickets,
- Paying winners,
- Providing assistance to customers including supporting them in playing Charity Housie/Club Bingo,
- Cleaning up and packing away after the sessions.
- Providing information/resources on Learning Links Services as required and when asked questions by customers.

Document Control	
Completed by: Manager, Charity Housie & Club Fundraising	Date: 06/12/2016
Reviewed by: GM, Funding and Partnerships	Date: 30/01/2017

Employee sign off and acceptance		
I have read, understand, and accept the expectations of the Housie Worker Role.		
Employee:	Signature:	Date:

The statements within this PD are intended to describe the general nature and level of the work being performed. This is not an exhaustive list of all duties and responsibilities associated with the position. Management reserves the right to amend and change responsibilities to meet business and organisational needs as necessary.

Please print this page only, sign your acceptance, and return this page only to Human Resources at Learning Links