

HOME FOR COOPERATION

CALL FOR CARETAKERS

Call for Caretakers!

The Home for Cooperation in Nicosia invites expressions of interest for caretakers.

Working hours: Caretakers are responsible for the running of events which take place at the Home for Cooperation, outside its working hours: after 6pm in the afternoon, weekends, and public holidays.

Application deadline: 16th of September, 18:00.

Send CV and cover letter in English to admin@home4cooperation.info

General Duties and Responsibilities:

- Work independently for the successful and smooth running of events based on instructions received by H4C Officers
- Set up the rental rooms according to each event's needs.
- Set up of technical equipment (e.g. projector, speakers etc) according to each event's needs.
- Set up of catering services according to the needs of each event.
- Be ready to troubleshoot any problems that may arise.
- Assist and accommodate the needs of hirers of the space during events.
- Ensure compliance with H4C policies and procedures and other regulation governing the buffer zone.
- Ensure the health and safety of all visitors to the H4C.
- Ensure that conference room/meeting rooms are left clean and tidy after use.
- Ensure the technical equipment is stored safely at the end of each event.
- Ensure the catering equipment is stored safely at the end of each event.
- Ensure the security of the H4C building after each event.

Required Skills, Experience and Competencies:

- Highly trustworthy and responsible
- Highly reliable and punctual
- Able to work flexible hours – evenings and weekends
- Good communication and interpersonal skills in English
- Experience with event management or customer service
- Experience and/or understanding of multicultural and bicomunal events and activities
- Ability to work in a multicultural environment with sensitivity and respect for diversity