



Shed Supervisor Role Description



Purpose and Nature of Role

To manage the Hardie Park Shed sessions on behalf of Friends of Hardie Park. To ensure safe working practices are observed and a friendly atmosphere maintained.

Main Activities / Tasks

- Welcome new members to the Shed project and carry out inductions in line with the project induction policy,
- To ensure the projects Code of Conduct is adhered to at all times,
- To ensure safe working practices are followed and a safe environment is maintained,
- To take session payments and keep day to day financial records,
- To be a key holder for the Shed building,
- To keep FOHP updated on session activities and any issues/incidents that arise,
- Attend regular supervisor meetings to review practices,
- Support promotion of the Shed project.

Skills and Experience Sought

Experience of and an interest in practical working/hobbies.

Knowledge of health and safety processes.

Team working

Training / Induction

General introduction into Friends of Hardie Park and the Shed project.

Explanation of the Code of conduct and full Health and Safety briefing.

Where / When

At Hardie Park Café, Hardie Road, Stanford-le-Hope.

Shed sessions will begin in February 2018 on Monday and Fridays, Session will run from 10am-1pm and 1:30pm-4:30pm. Shed Supervisors are asked to commit to at least one session per fortnight.