



**University of York Students' Union**  
Registered in England and Wales.  
Charity Number: 1173404 Company Number: 10688097  
Registered Office: The Student Centre, James College,  
Newton Way, Heslington, York, YO10 5DD

**E:** enquiries@yusu.org  
**T:** 01904 32 3724  
**W:** yusu.org



## JOB DESCRIPTION

**Job Title** Event Stewards

**Reporting to** Doorsafe Manager

**Place of Work** YUSU Venues

**Hours of Work** Zero hours flexible term time only contract – Any out of term time working by mutual consent with management.)

**Salary** £9 per hour plus holiday pay

---

## Duties & Responsibilities

**This is an opportunity to join the YUSU Events team in a varied and important role for delivering covid secure events during 1st term.**

**This varied and exciting role will involve:**

- Welcoming students to venues and creating a great first impression
- Assisting with event and venue safety
- Liaising with door safe and venue managers to assure a safe and fun environment for student events
- Assisting the events team with track and trace procedures
- Providing support with the setup and pack down of events and event spaces

**We are looking for:**

- Reliable and enthusiastic students who have excellent communication and customer service skills
- Organised students who can prioritise tasks under pressure
- Friendly, outgoing and knowledgeable students to welcome Freshers to the University of York
- Students with an interest in coordinating events and venue management
- Team players who understand the importance of delivering an amazing first impression of York to first year students, whilst following strict covid regulations..

## Training

By committing a reliable, positive attitude to us, we will commit to providing you with training far above the industry standard. This will be a mix of hands on training within the venues, online training and physical training through external suppliers (role dependant).

## General Notes

The principle roles and responsibilities may change from time to time and the post holder is required to undertake any additional duties as deemed appropriate- no two days are the same!  
Staff must carry out their duties with full regard to the rules, policies and procedures and conditions of service contained in the staff handbook and code of conduct.

Staff are expected to portray a positive image both internally and externally of the Students’ Union by displaying standards of service integrity, punctuality, politeness and professionalism.

To abide by YUSU constitutions and policies.

To work within, promote and uphold the student-led and democratic ethos of YUSU.

PERSON SPECIFICATION

Required skills & experience	Essential	Desirable
Ability and confidence working in a fast paced environment	*	
Ability to adapt to changing environments and being able to use initiative	*	
An eagerness to learn and expand existing skill sets	*	
Have a contagious, ‘can-do’ attitude and eager approach to work	*	

Great communication skills- in particular the ability to communicate effectively on a face to face basis	*	
Ability to work in a team or alone	*	
Experience working in a catering, bars or retail environment		*
<b>Personal qualities:</b>		
A friendly and approachable manner	*	
Good interpersonal skills	*	
Ability to use own initiative	*	
To have a high level of personal integrity	*	
To be a positive and energetic team member	*	
Attention to detail	*	
Excellent time management skills	*	
Experience and understanding of the Catering Business, i.e. preparation, storage, cooking, presentation, health & hygiene.		*
Experience of delivering high quality products and services		*
Basic IT skills, such as Microsoft Word, Microsoft Excel		*
Some experience of licencing laws or basic food preparation & hygiene		*
Some experience of using electronic till systems		*
Basic stock management/wastage recording		*