

JOB DESCRIPTION

Title: CARETAKER of Anytown Village Hall

Responsible to: The Anytown Village Hall Management Committee (COMMITTEE) via the Committee Chairman who is considered to be the Caretaker's Manager.

Job Purpose:

To accept and control Village Hall bookings. To maintain the Village Hall in a clean and adequately equipped condition between each letting.

Principal Duties:

1. To be responsible for maintaining the diary of the Village Hall occupancy and to be available to confirm and organise Village Hall lettings and advising the public on the relevant scale of charges for hirings.
2. To keep the Village Hall facilities clean and adequately equipped before each letting.
3. To record and report loss or breakage of cutlery, crockery, etc. as it occurs.
4. To make sure that the Village Hall is unlocked or that keys are made available for lettings and to be available to make sure the Village Hall is locked and secure after lettings and at the end of the day.
5. To make sure that heaters are operating in good time so that adequate Village Hall room temperatures are reached before lettings, particularly morning sessions. During periods of frost, heating should be monitored to avoid frost damage to plumbing.
6. To be prepared to carry out minor "running repairs" to fixtures and fittings in cases of wear and tear or accidental damage.
7. To be responsible for the purchasing of routine consumables and cleaning/maintenance materials as required.
8. To be responsible for the maintenance and stocking of the Village Hall First Aid cabinet and to ensure as far as possible that the accident logbook is used after all accidents in the Village Hall.
9. To attend all COMMITTEE meetings.
10. To maintain the gardens and surrounds of the Village Hall and attached residence in a neat and presentable condition.
11. In cases of emergency or where rapid information/decisions are required, the Chairman or Vice Chairman should be contacted by telephone.
12. To report to the COMMITTEE or one of its officers all defects arising in the Village Hall buildings, fittings or equipment and apparatus within the Village Hall.
13. To comply with all requirements relating to Health and Safety as may from time to time be specified.

Job Context:

The Village Hall is a charitable trust whose purpose is to provide a facility for the benefit of the local community. It is important that it is well used and therefore that it is kept clean and in a safe condition for use by people of different groups/organisations and of all ages.

The accepting of Village Hall bookings and maintaining the diary needs careful organisation and control. Many organisations have standing bookings throughout the year and many other bookings are placed far ahead of the due date.

The Village Hall is an old building and considerable maintenance and repairs are necessary to keep down running costs. The Caretaker is required to carry out minor running repairs and simple maintenance tasks.

Security of the premises is very important and the Caretaker must ensure that the buildings are kept secure, particularly at night.