

DRAFT JOB DESCRIPTION
STAPELEY COMMUNITY HALL

Title: Caretaker/Key-Holder

Responsible to: The Parish Council, via the Parish Clerk who is considered to be the Caretaker/Key-Holder's Manager

Job Purpose:

To maintain the community hall ("the hall") in a clean and adequately equipped condition between each letting.

Principal Duties:

1. To open and close the hall for casual bookings.
2. To ensure the hall is clean and adequately equipped before each letting. (Notes. (i) A cleaning contractor is responsible for hall cleaning and receives weekly bookings schedules to enable her to work outside the hire periods; and (ii) regular users have their own keys.)
3. To record and report loss or breakage of cutlery, crockery, equipment etc. as it occurs.
4. To ensure that the hall is unlocked in time for one-off events and to be available to make sure that it is locked and secure after these events.
5. After each period of hire (one-off events only) to check that the hall is adequately clean and if not, to report this to the Clerk who can arrange for a special clean.
6. To sign hire agreements on behalf of the Parish Council, providing a copy to the user.
7. Occasionally taking payments for hire (this will be infrequent as all users are required to pay in full before the event).
8. To make sure that the heating is operating in good time so that adequate room temperatures are reached before lettings, particularly morning sessions. During periods of frost, heating should be monitored to avoid frost damage to plumbing.
9. To be responsible for the maintenance and stocking of the First Aid box and to ensure as far as possible that the accident logbook is used after all accidents in the hall. (Note. The Parish Council will need to introduce a petty cash facility for purchases.)
10. To meet potential new users and contractors on site, as and when required.
11. In cases of emergency or where rapid information/decisions are required, the Clerk should be contacted by telephone.
12. To report to the Clerk all defects arising in the building, fittings or equipment and apparatus within the hall.
13. To comply with all requirements relating to health and safety as may from time-to-time be specified.

Job context

The community hall is leased by the Parish Council (from Cheshire East Council). Its 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 hall is a new building and as such, it is not envisaged that there would be any maintenance and repairs required. As noted in item 12 above, if there are any defects, these should be reported to the Clerk.

Security of the premises is very important and the Caretaker must ensure that the building is secured after each one-off event. Regular users are responsible for securing the building after their period of hire.