



WINTERTON-ON-SEA PARISH COUNCIL

JOB DESCRIPTION VILLAGE HALL CARETAKER

BASED AT: Winterton-on-Sea Village Hall, King Street, Winterton-on-Sea, Norfolk

REPORTS TO: Winterton-on-Sea Parish Council (Village Hall Cllr responsible for the Village Hall and Clerk)

WORKS WITH: Parish Clerk - reporting of maintenance and consumable requirements
Councillors – ongoing cleaning and booking requirements.

HOURS: 6/7 per week (Dependant on duties undertaken).

PAY SCALE: £9.00 per hour, paid monthly in 12 equal instalments

Job Purpose

To clean and maintain Winterton Village Hall to an acceptable standard for daily hire of the facility to the public. This role may suit a job share arrangement.

Responsibilities

Cleaning and servicing

- To clean and service on a regular, planned basis and to a high standard, the facilities and floors of Winterton Village Hall as specified in the attached Schedule.
- To ensure that the building remains tidy and that all furniture and equipment is appropriately stored after use.
- To monitor stocks of cleaning supplies and other consumables and to advise the Parish Clerk to ensure that they are replenished in good time.
- To report any repair or maintenance requirements to the Parish Clerk in a timely manner.

Casual hirers

- To act as main contact for casual hirers, taking calls and making bookings into a diary.
- To welcome occasional casual hirers¹ to the facility and advise them of the location of tables and chairs, and show them the facilities of the Hall.
- To visit the Hall after hire and ensure that it is clean, equipment is stored away and the Hall is locked after use.

Supervision of premises

- To monitor the activities of the Hall to ensure that hirers comply with the conditions of hire and other statutory requirements.
- To monitor maintenance requirements in the immediate vicinity of the outside of the Hall, and report to the Parish Clerk in a timely manner.

¹ The Hall is mainly used by regular hirers, with very occasional casual use that would require a welcome. This task can be delegated to a Committee Member.

Schedule of Duties

Daily on those days when Hall is booked - up to 1 hour

- Check the Hall (including floor) is clean and tidy ready for each day's hire. Spot mop as required.
- Clean toilets and replenish consumables - toilet rolls, soap, hand towels etc.
- Check kitchen is clean, dispose of any perishable items from fridge.
- Check tables and chairs that have been used are clean.
- Empty bins in kitchen and toilets.
- Ensure all lights, heaters and taps are off.
- Ensure Hall is locked and secure, including all exterior doors and windows.

Weekly - up to 1 hour

- Clean all kitchen surfaces.
- Mop main Hall and toilet floors.
- Dust window ledges.
- Remove cobwebs.

Monthly

- Visual check of all mechanical and electrical equipment, reporting any concerns or requirements for repair or replacement.
- Clean inside of windows.

Six Monthly (up to five hours, to be claimed as overtime on completion)

- Deep clean all kitchen cupboards, fridge and cooker.
- Deep clean toilet rooms including walls and floors.

Ad Hoc

- Meet and greet casual hirer, or first booking for regular hirer, explaining:
 - Operation of lighting and heating
 - Show toilet and kitchen facilities
 - Location of fire extinguishers and emergency exits
 - Procedure for locking Hall at end of booking

It is expected that the Caretaker will work flexibly ensuring that the allocated tasks are carried out and the Hall kept clean and presentable. Some days may require a longer visit than others, and the Caretaker will be expected to keep a log of time worked and to average out the set number of contractual hours.