**HATFIELD PEVEREL VILLAGE HALL**

**JOB VACANCY: Part-time Village Hall Caretaker**

**HOURS: Weekends – 8 hours per week worked over Saturdays and Sundays**

**Summary of role**

To ensure that the village hall is an attractive property for hirers.

To maintain the cleanliness of the village hall and deal with running repairs and maintenance.

To identify significant maintenance and improvements needed.

To maintain the security of the hall, including locking and unlocking when required.

To work with the Management Committee to provide a positive experience for all users of the hall.

To check and replenish bar stocks following events.

**Please complete the application form** (available from <https://www.hatfieldpeverelpc.com/vacancies>) **and return to:**

Email: [parishclerk@hatfieldpeverelpc.com](mailto:parishclerk@hatfieldpeverelpc.com)

Post: Secretary to the Sole Trustee, Parish Council Office, Village Hall, Maldon Road, Hatfield Peverel CM3 2HP

**BY THE CLOSING DATE OF MONDAY 14TH JUNE 2021**