**JOB DESCRIPTION: Village Hall Caretaker**

**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.

**Key Responsibilities**

Cleaning:

To undertake daily, weekly and monthly cleaning activities as specified in cleaning schedule.

To carry out or arrange for the tidy up and cleaning of the hall after evening events (when hirers pay for this service).

To order cleaning products required for the hall, ensuring that best prices are achieved.

To set up room when required for hirers - this will be optional to the hirer and come as an additional cost.

Hall Security:

To ensure the hall remains secure, ensuring that keys are controlled and hirers have access to the hall as required.

To respond to alarm call-outs as part of a team on a roster.

To unlock and lock the premises.

Maintenance:

To ensure routine maintenance work is completed, instructing contractors as necessary.

To obtain quotations for works required over £TBA and provide them to the Management Committee.

To take meter readings and provide to suppliers as required.

To ensure that equipment is supplied when requested (i.e. projectors, screens, TVs) and that it is in working order and cables are compatible with hirer; ensure the customer has the Wi-Fi code. Hirers who bring equipment in must have it PAT tested and labelled.

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

To provide hirers with hall use instructions.

To liaise with the administration assistant and/or Management Committee (as appropriate) in relation to the electronic booking system.

**Key Relationships**

Licensee; Management Committee Members.

**Reporting Arrangements**

Maintenance report to each hall Management Committee meeting.

Request to Committee to authorise any expenditure over £TBA

Payment arrangements.

**Appendix 1: Job Details**

* Clean and maintain the hall, hall kitchen and hall toilets.
* Clean and maintain rooms 1 and 2.
* Clean all linking walkways between the hall and other rooms.
* Clean ground level windows.
* Ensure all cleaning cloths, towels and tea towels are clean and fresh for use.
* Order cleaning stock.
* Learn pipe cleaning for beer lines.
* Stock control on all drinks sold.
* Check on stock rotation.
* Order bar stock.
* Check bar staff have filled up fridges, cleared glasses and washed tables down in bar area.
* All bar shelving to be cleaned twice a week.
* Optics to be cleaned weekly.
* Empty all bins to outside bin for collection.
* Maintain all outside areas of hall.
* Keep all kitchen equipment cleaned and stocked (bar fridge – lemons, limes and milk).
* Work off deep cleaning checklist of monthly jobs.
* Responsible for locking up and unlocking, except for day off.
* Available for any service people needing to get into the property as main key holder.
* Cover holidays when required.