

## Village Hall Caretaker

The Parish Council is the Managing Trustee for the Sunningdale Village Hall Charity and manages the day to day operation of the Village Hall. On this basis, the successful applicant for the role of Caretaker would be employed on a part time, permanent contract by the parish council.

The Council is looking to appoint a friendly, energetic, and reliable individual with a range of practical skills for the role of Caretaker to join our team and contribute to the smooth running of the village hall.

The successful applicant will have a range of duties across the site and should be self-motivated, dependable and trustworthy and able to work under their own initiative to prioritise workloads.

Responsibilities include looking after the security of the building, minoring maintenance requirements and making minor repairs, ensuring the cleanliness of the premises, and preparing the hall for bookings.

Working alongside the Village Hall Operations Team, the caretaker may be needed to attend the hall at irregular hours to help with the overall running of the facilities.

The post is permanent and subject to a period of successful probation. The hours worked will be flexible and consistent with the day to day use of the hall and should not exceed 10 hours per week.

This role will also be required to provide holiday and sickness cover for the Park Keeping at the Recreation Ground for which overtime will be paid in the months when this work takes place. The Park Keeper will in return provide holiday and sickness cover to the CareTaker. It is anticipated that the two roles will work together at times when an area of maintenance or management requires additional resource.

## Job Summary

<b>POST:</b>	Village Hall Caretaker
<b>PLACE OF WORK:</b>	Sunningdale Village Hall, Church Road, Sunningdale and The Recreation Ground, Broomhall Lane, Sunningdale
<b>POSITION REPORTS TO:</b>	Village Hall Manager (Clerk to the Council)
<b>HOURS OF WORK:</b>	Standard 10 hours per week with additional hours paid for Park Keeper cover as required
<b>RATE OF PAY:</b>	£9.75 per hour (FTE £18,759) raising to £10 per hour (FTE £19,240) after successful 6-month probationary period
<b>BENEFITS:</b>	Employer contributory pension 22 Days annual leave (Pro Rata to hours worked)

The Village Hall Caretaker is required to liaise with the Village Hall Operations Team based at the Parish Council Office at the Recreation Ground for updates on bookings, changes to opening hours, requirements for bookings for the following week and to report any issues.

The Caretaker must be able to work responsibly and flexibly.

The hours worked will predominantly be 2 hours per weekday with flexibility around weekends and evenings to a total of 14 hours per week.

## Job Description

### 1. Servicing

To ensure that the building remains tidy and that all furniture and equipment is appropriately stored after use.

### 2. Management of Operational items:

To manage and adjust the systems and services within the Hall as and when required with particular regard to:

- Regulating the heating system, if required, to ensure that an adequate level of heating is maintained while ensuring unnecessary usage is avoided.
- Ensure all fire exits are operational and clear of blockages.
- Recording on a quarterly basis the electricity meter readings and advising the Village Hall Operations Manager of readings.
- To complete on a monthly basis an Inspection Checklist and notify the Village Hall Operations Manager of any action needed.

### 3. Maintenance and Safety:

- To clean the hall as per the cleaning schedule using up to 10 hours per week of time paid
- To maintain the external environment of car park and surrounding pathways, removing leaves and debris
- To clean the accessible windows, or be available when external companies attend site
- To ensure that the Village Hall Operations Manager is promptly informed of any new maintenance issues, defects of furniture, fittings and equipment.
- Ensure that all lights and heating are working effectively, changing light bulbs/strip lighting and occasionally working at height (No higher than a step ladder permits)

### 4. Setting Up:

- To assist with (as appropriate) the setting out and subsequent removal and securing after use, of chairs, tables and other equipment in the hall.

### 5. Security:

- Be the first point of contact in an emergency, responding to and liaising with the police out of hours as needed.
- You may be occasionally called out at unsociable hours or at weekends to deal with security issues, make emergency repairs or allow access to any contractor who may be working at the Hall.

### 6. Supervision of Premises:

- To monitor the activities in the Hall to ensure that hirers comply with the Hall's Conditions of Hire and other statutory requirements.
- In some cases to open and close the Hall at times appropriate to the booking schedule and to secure the premises when the Hall is not in use.
- To retain custody of the keys to the building.

## 7. General

- Understand and implement fire safety regulations, Health and Safety Regulations, COSHH, emergency procedures and the rules for evacuating the building.
- Be familiar with the Health & Safety Policy and the Risk Assessment
- Ensure compliance with the parish council Fire Risk Assessment and the Emergency Plan
- Complete monthly timesheets and submit to the Village Hall Manager on or around the 1st of each month.

## 8. Council Park Keeper cover

- To provide cover for the annual holidays of the Park Keeper based at Broomhall Lane Sunningdale in cleaning toilets, removing litter, checking security of the park assets and preparing bins for collection.

Reciprocated cover will be provided for the Caretaker annual holiday by the Park Keeper.

## Person and Skills Description

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<p>Educated to a satisfactory standard in order to communicate effectively, both written and oral.</p> <p>Computer literate with good working knowledge of ICT including using the internet and Microsoft emails and word</p>	<p>Average English and Maths Qualifications.</p>
<b>Experience</b>	<p>The Village Hall Caretaker should have experience of:</p> <ul style="list-style-type: none"> <li>– cleaning work</li> <li>– building maintenance</li> <li>– DIY including decorating</li> <li>– Team working</li> </ul>	<p>In addition, the Village Hall Caretaker might have experience of:</p> <ul style="list-style-type: none"> <li>– <u>directing the work of others as a manager;</u></li> <li>– <u>working within an charity environment.</u></li> </ul>
<b>Knowledge and understanding</b>	<p>The Village Hall Caretaker should have knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>– the basic principles of site management; the importance of Health &amp; Safety;</li> <li>– techniques for the repair of damaged or defective equipment or resources.</li> </ul>	<p>In addition, the Village Hall Caretaker might also have knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>– the contribution of both professionals and non-professionals to life-long learning;</li> <li>– specific premises issues: security, Health &amp; Safety, heating systems, building construction, COSHH regulations.</li> </ul>

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<p>The Village Hall Caretaker will be able to:</p> <ul style="list-style-type: none"> <li>– use practical skills to improve the site and buildings;</li> <li>– deal with emergencies and problems in a positive and systematic manner;</li> <li>– be aware of a small budget for resources;</li> <li>– be proactive and work on own initiative;</li> <li>– prioritise, plan, schedule and meet deadlines and evaluate work;</li> <li>– communicate effectively (both orally and in writing) to a reasonable standard.</li> </ul>	<p>In addition, the Village Hall Caretaker might be able to:</p> <ul style="list-style-type: none"> <li>– use basic power tools and other equipment to make repairs and improvements;</li> <li>– assess the quality of external contractor's work, and support and advise where necessary;</li> <li>– anticipate and reduce risk where possible;</li> <li>– develop more efficient and cost-effective ways of working;</li> <li>– show knowledge and understanding of Health and Safety regulations.</li> </ul>
<b>Personal qualities and attitudes</b>	<ul style="list-style-type: none"> <li>– Enthusiasm</li> <li>– Loyalty, good timekeeping</li> <li>– Reliable, trustworthy and honest</li> <li>– Demonstrates excellent social skills</li> <li>– Flexibility</li> </ul>	
<b>Physical Requirements</b>	<ul style="list-style-type: none"> <li>– Fit and able to carry out duties</li> <li>– Ability to work at high levels with appropriate equipment</li> <li>– Ability to deal with some manual handling</li> </ul>	