

Thorpe on the Hill Parish Council

Oliver Roper Village Hall Caretaker Job Description

18 Hours per month

The role has a fixed allocation of 18 hours per month, but, if extra cleaning is required or a higher-than-average number of bookings exceed this time allocation, an overtime payment can be approved by the Parish Clerk.

A mobile phone is provided for use on Parish Council business only.

The caretaking part of the role will require opening and closing the Oliver Roper Village hall (village hall) for hirers, both during the week and at weekends and liaising with regular hirers and the Parish Clerk as required.

The cleaning part of the role will require maintaining the village hall to a high standard of cleanliness.

Cleaning Duties:

It should be noted that a requirement of every hirer is that they leave the village hall in a reasonably clean and tidy condition. This requirement should considerably reduce the working time of the village hall caretaker. If any hirer fails to meet this requirement, the caretaker should liaise with the Parish Clerk to assess the extra cleaning time created over and above normal expectations, and the hirer should be invoiced accordingly.

After each hire:

- 1.1. Check that the hirer has left the village hall in a reasonably clean and tidy condition.
- 1.2. Complete whatever light cleaning tasks are necessary to prepare for the next hirer.
- 1.3. If the village hall has not been left as required, the priority is to clean and prepare the village hall for the next hirer.
- 1.4. If 1.3 applies, alert the Parish Clerk that additional cleaning was required who will then decide whether a penalty fee for the hirer is appropriate and an overtime payment is justified.

2. Weekly Cleaning Tasks:

- 2.1. Clean all toilet facilities, including floor and mirrors.
- 2.2. Clean floor, doors, surfaces, and walls in kitchen, main hall and entrance areas.
- 2.3. Check that all consumable items (toilet rolls, soap, paper towels etc.) have been replenished.
- 2.4. Ensure a clean and adequate supply of tea towels for kitchen use. This will involve washing tea towels as required.

- 2.5. Liaise with Parish Clerk on need for purchase of cleaning materials and other consumables.
- 2.6. Ensure the general waste dustbin is in a position for emptying on the evening before collection day on a fortnightly basis.

3. Monthly Cleaning Tasks:

- 3.1. Clean windows inside

Caretaking Duties:

1. Village Hall Users

- 1.1. For regular hall users, open and close the village hall at times appropriate to the booking schedule and secure the premises when the hall is not in use. This will be done via a key safe using the following system:
 - 1.1.1. The Caretaker will receive a text message to confirm that the user is at the hall and will switch off the alarm remotely via a mobile phone app. The Caretaker will then text the code for the key safe to the hirer.
 - 1.1.2. The hirer will use the hall, lock up and return the key to the key safe and text the caretaker to advise that they have done so. The caretaker will then set the intruder alarm via the app.
 - 1.1.3. At some convenient point after the booking, the Caretaker will check the hall and check that the key has been returned to the key safe.
 - 1.1.4. At regular intervals the Caretaker will change the code for the key safe.
- 1.2. To arrange visits for potential hirers to view the village hall if requested.
- 1.3. For new and one of user's, the Caretaker will meet the user at the start of the booking period and provide any necessary information and ensure the hirer is fully acquainted with the facilities.
 - 1.3.1. At the end of the booking period, the Caretaker will check the hall before the user leaves. Any issues will be reported to the Parish Clerk promptly.

2. Village Hall General

- 2.1. To ensure that the building remains tidy and that all furniture and equipment is appropriately stored after use.
- 2.2. To monitor stocks of cleaning supplies and other consumables and to advise the Parish Clerk to ensure they are replenished in good time.
- 2.3. Receive and check goods and supplies and take them to the appropriate place for storage.

- 2.4. To manage and adjust systems and services within the hall as and when required with regard to:
 - 2.4.1. Regulating the heating system to ensure that an adequate level of heating is maintained while ensuring unnecessary usage is avoided.
 - 2.4.2. To complete a weekly check on the defibrillator.
 - 2.4.3. Ensure that all lights and heating are working effectively.
 - 2.4.4. Be the first point of contact in an emergency, responding to, and resetting of, the hall's alarm, liaising with the police and alarm company out of hours as needed. You may be occasionally called out at unsociable hours or at weekends to deal with security issues or allow access to any contractor who may be working at the hall.
 - 2.4.5. To retain custody of the keys to the building.
 - 2.4.6. To understand and implement fire safety regulations, Health and Safety Regulations, COSHH, emergency procedures and the rules for evacuating the building.
- 2.5. To arrange and be on site for the annual inspections for the intruder alarm; fire safety equipment and alarm; air source heat pump; Lincat; and PAT testing.

3. Village Hall Grounds

- 3.1. To complete the weekly safety inspections on the children's play area. Training will be given.
- 3.2. To monitor the site with the exception of the bowling area. Report any signs of damage to the Parish Clerk. Sweep and keep generally tidy ie, light weeding/pruning, cleaning signs.

Signed on behalf of the Parish Council

Date

Signed as Post Holder

Date