

Bourne End Village Hall

Job Description: Caretaker

We anticipate this role will require approx. 6 hours per week. These hours need to be flexible and managed on a need basis. A trial period of 3 months will be set to assess this role and the hours required. More time may be needed at peak times.

A. General Upkeep

- a. Ensure Hall and all fittings and fixtures are in good state of repair.
- b. Liaise with cleaner to ensure hall is clean before each hire.
- c. Ensure the grounds and car park are clean and tidy.

B. Cleaning

- a. Liaise with cleaner and bookings administrator to establish cleaning schedule on week-by-week basis.
- b. Cover for cleaner when cleaner not available.
- c. Arrange purchase of cleaning materials – liaise with Treasurer.
- d. Manage annual deep clean.
- e. Book twice yearly window cleaning.
- f. Book gardener when needed.

C. Fixtures and Fittings

- a. Test all fittings and appliances monthly. Arrange for repair where necessary.
- b. Clean dishwasher weekly (where necessary)
- c. Check oven, microwave and fridge are all clean – weekly.
- d. Check defibrillator is in place and working.

D. Liaison with Committee and Other Personnel

- a. Attend committee meetings – approx. once every 4 – 6 weeks and provide brief (verbal) report.
- b. Liaise with committee (Treasurer) over engagement of trades (electricians etc)
- c. Advise committee of issues relating to management/upkeep of Hall

E. Hirers

- a. Report problems with hirers (heating and appliances not switched off, mess, dirt, breakages etc) to committee promptly.
- b. Occasionally provide site visits for potential hirers (in liaison with Bookings Admin)
- c. Respond to calls from hirers in emergencies (in liaison with committee)

Rate of Pay: £15 per hour on presentation of invoice and time sheet. Up to £360 pcm

Please send in a curriculum vitae and covering note to office@bourneendvillagehall.co.uk