

Cottenham Village Hall Part-Time Caretaker – Temporary contract

This is a new post and the hours and responsibilities will alter as it becomes more established. As such the successful applicant will need to be adaptable and resourceful. The employment is a Temporary contract to 31 March 2022. By this time the scope of the post will be revised and a full recruitment process conducted to appoint a permanent member of staff from 1 April 2022. The temporary caretaker will be able to apply for the permanent post.

Hours of Work

This a part time role averaging 17.5 hours per week. Your pay will be annualised and you will be paid an equal salary for each month.

Salary

The role is graded at Local Government SCP 6 (currently £10.24 per hour). These figures are adjusted for inflation annually in April and there is still an increase for this year yet to be announced.

Alternatively, the role may be filled by a self-employed person or company who can propose contract terms to meet the role and hourly commitment.

Holidays

As an employee, you will receive the pro-rata equivalent of 28 days annual leave, inclusive of bank and public holidays (pro-rata).

Job Description: SPECIFIC RESPONSIBILITIES

Village Hall Caretaking:

- Being an Ambassador for The Village Hall
- Liaise with CPC office staff managing bookings and Groundsman where needed
- Open and close for lettings including setting up and cleaning/clearing after, including moving furniture and checking bins, if necessary. (Early morning opening on weekdays may not always be required).
- Ensure clients have all they need and know how everything works
- Ensure clients have your emergency Parish Council contact number
- Being available to open VH for deliveries and tradespeople
- Generally keep it clean and tidy in and around the Village Hall, including outside areas
- Window cleaning (internal) as required
- Light maintenance and advising office if anything is not working
- Ensuring sufficient supplies (toilet roll, soap etc) in toilets and kitchens.
- Maintaining the outside toilet such as checking toilet paper and day to day cleaning
- Adjust and check time clocks
- Read/check meters
- Test water and perform Legionella checks as per schedule
- Check Fire Alarms and Exits etc., as per schedule

- Manage PAT testing schedule
- Check all stock as requested and placing order for replacement stock and light bulbs with office
- Completion of timesheets
- Be first number on list to call when Fire/Intruder/Pump/Other alarms go off or other emergencies: assess whether necessary to visit site and take appropriate action

Maintenance:

- Check round building for damage or anything in need of attention e.g. removing marks on walls
- Touch-up painting as requested
- Some gardening work to weed/tidy/water flower beds in front and to side of VH

Other work as directed by office / council

- The person appointed will be accountable to the Council but on a day to day basis will be directed by the Council's Officers.

Please note:

The Village Hall is open from 7 am to 11 pm Monday to Friday, 8 am to midnight Saturday and 9 am to 10pm on Sunday (sometimes clearing up after events on Fridays and Saturdays may extend to the early hours of the morning, by arrangement). The hours you will be required to work will therefore fall between those times depending on the bookings for each day. Late night bookings, such as parties, are booked occasionally.

Person specification:

ESSENTIAL	DESIRABLE
Enthusiastic	General 'home maintenance' abilities
Flexible	Car driver
Trustworthy	1st Aid qualification
Presentable appearance	Basic computer skills
Good communication skills	Awareness of Health & Safety requirements (training can be provided)
Able to prioritise and organize own workload to meet deadlines	
Conscientious & Attention to detail	
Able to work with others and alone	
Positive attitude - willing to assist others	
Patient, common sense and a sense of humour	