

Cottenham Village Hall Part-Time Caretaker

This is a new post and although permanent, the hours and responsibilities may alter as it becomes more established. Therefore, the successful applicant will need to be adaptable as well as reliable.

Hours of Work

This is 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 11 (currently £11.30 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
Reliable	General 'home maintenance' abilities
Flexible	Car driver
Trustworthy	1st Aid qualification
Enthusiastic	Basic computer skills
Able to prioritise and organize own workload to meet deadlines	Awareness of Health & Safety requirements (training can be provided)
Presentable appearance	
Good communication skills	
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	