



Hillstown Village Hall, 12 Nesbit Street, Bolsover, S44 6LW.

JOB DESCRIPTION

We are an equal opportunities employer.

POST: Caretaker / Maintenance
BASED AT: Hillstown Village Hall
REPORTS TO: Community Facility Manager

A Village Hall Caretaker is required to liaise with the Village Hall Manager to open and close the Village Hall for regular and occasional hirers as required, both during the week and occasional weekends, being a friendly point of contact for our user groups.

The Caretaker must be able to work responsibly and flexibly.
The hours, should be flexible, consistent with the day to day use of the Hall and any minor maintenance scheduled, and should on average be **7 to 10 hours per week**.

Security:

- a) Retain custody of the keys to the letting facilities.
Keys may only be loaned/provided to hirers or other third parties with the express permission of the Village Hall Manager.
- b) Be the first point of contact in an emergency, responding to and liaising with the emergency services out of hours as needed.
- c) 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.
- d) Monitor security cameras when required for antisocial behaviour and suggesting potential solutions.

2. Supervision of Premises:

- a) Monitor the activities in the Hall to ensure that hirers comply with the Hall's Conditions of Hire and other statutory requirements.
- b) Open and close the Hall at times appropriate to the booking schedule and to secure the premises when the Hall is not in use.
- c) Retain custody of the keys to the building.

- d) Receive and check deliveries to the facilities (where necessary)

3. Servicing

- a) Ensure that the building remains tidy, and that all furniture and equipment is appropriately stored after use.

4. Management of Systems:

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

- a) Testing the fire alarm system on a weekly basis and maintain test register.
- b) Testing the emergency lighting system on a monthly basis and recording the results thereof.
- c) Regulating the heating system, if required, to ensure that an adequate level of heating is maintained while ensuring unnecessary usage is avoided.
- d) Recording, on a monthly basis, the electricity and gas meter readings and advising the Village Hall Manager of readings.
- e) Completing, on a monthly basis, an Inspection Checklist and notifying the Village Hall Manager of any action needed.

5. Maintenance and Safety:

- a) Ensure that the Village Hall Manager is promptly informed of any new maintenance issues, defects of furniture, fittings and equipment or damage.
- b) Ensure that all lights and heating are working effectively, changing light bulbs/strip lighting and occasionally working at height.

6. Setting Up:

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

*Setting up tables and chairs for those groups that may have difficulties e.g., Senior Citizens Social, disabled.

7. General

- a) Understand and implement fire safety regulations, Health and Safety Regulations, COSHH, emergency procedures and the rules for evacuating the building.
- b) Be familiar with the Health & Safety Policy and the Risk Assessment.

Admin/Job description/Caretaker handyman March 2021 KB

- c) Ensure compliance with the Fire Risk Assessment and the Emergency Plan.
- d) Complete monthly timesheets and submit to the Village Hall Manager for checking on the 1st of each month.

Note:

This job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and the Trustees. We are always looking to improve our services and the way we work, and value you as an employee. We encourage all employees, volunteers and trustees to feel free to suggest improvements that make this a better place to work or hire for our Village Hall.

This job description is current at: March 2021.

Management have the right to vary the duties after consultation with you.

....



Hillstown Miners' Welfare Trust. Registered Charity 520546
12 Nesbit Street, Hillstown, Hillstown, S44 6LW

This position has been funded by the National Lottery Community Fund.