

Eakring Parish Council

Village Hall Caretaker and

bookings co-ordinator

Job Description

Job Role: Cator Hall, Kirklington Road Caretaker and bookings

Job Role Based at: Cator Hall, Kirklington Road, Eakring NG22 0DA

Job Reports to: Eakring Parish Council

Line Manager: Clerk/RFO

General Role Duties:

To be responsible for:

1. To act as the main Key holder for the facilities, being responsible for opening, closing and security of the Buildings.
2. To be responsible for the cleanliness and maintenance of the site, premises and equipment.
3. To act as primary contact for the sites, meet new hirers to explain the facilities, Health and Safety requirements and procedures.
4. To take bookings, make arrangements with hirers and maintain a register for the Line Manager.
5. To issue invoices to hirers on booking (if requested/required).
6. To monitor and replenish consumables and advise Line Manager of low stocks and replenish as agreed.
7. To ensure that annual servicing and maintenance of equipment and facilities is completed as required.
8. To ensure the facility complies with Health and Safety requirements in accordance with the risk assessment and report any issues to Line Manager.
9. To report on minor repairs and maintenance required to the Line Manager.
10. To empty all internal bins into main external bin and ensure that the Bins are put out for collection weekly, and the Urns are emptied after use.
11. Monitor internal fixtures and fittings and report any issued found to line manager.
12. To monitor and be aware of the daily bookings.
13. Sweep Mop Vacuum & Clean the floors as and when required.
14. Clean the work surfaces fridge cooker hob etc when required.
15. Oversee the contents of the fridges and remove any out-of-date foodstuffs.
16. Check all the toilets frequently and clean when needed to a hygienic standard. Maintain and replenish consumables.
17. Ensure the kitchen appliances are maintained and meet health and safety standards and report any issues to line manager clearly identifying when urgent action is needed.
18. To provide electric meter readings as and when required by the Line Manager.
19. Any other duties commensurate with the overall duties of the post as may be required from time to time by the line manager.

Safety and Security

1. To understand and implement fire safety regulations to perform statutory fire equipment checks.
2. To be aware of and adhere to Health and safety regulations reporting any contraventions to the line manager.
3. To understand the importance of COSHH requirements on any substances within the Facilities.
4. To understand and adhere to Working at Height Regulations, The Manual Handling Regulations, and other pertinent requirements.