

Community Halls Caretaker

Hours: 25 per week

Salary: NJC Pay Scale 13, Full time equivalent £16,491

Based: At 2 locations, Caerlan Hall, Parish Office and Llys y Cwm

Position: Reports to Clerk to the Council

Summary of the position

- To oversee the running of both halls
- To provide a positive experience for all hall users
- To ensure the halls are an attractive venue for hirers
- To open and close halls for occasional hires as required both during week and at weekends
- To provide access to the halls where required for contractors, deliveries and other service providers during week and at weekends
- To maintain the cleanliness of the halls and office deal with running repairs and maintenance
- To identify significant maintenance and improvements needed
- To maintain the security of the halls
- To write monthly reports for the Clerk and Council

Responsibilities

1. General

- To work with Council to provide a positive experience for all service users
- To be the primary on-site contact for all enquiries
- To help in the building of relationships with other local facilities.
- To comply with the requirements of Health and Safety, other relevant legislation and Council policies.
- To carry out any other reasonable duties within the overall function of the job.

2. Cleaning

- To prepare cleaning schedules for the halls and office to ensure they meet high standards of cleanliness at all times.
- To clean and service on a regular and planned basis the facilities and floors of the halls and office to a high standard as specified in the attached schedule.
- To ensure all furniture and equipment is appropriately stored after use.
- To monitor stocks of cleaning supplies and other consumables including First Aid supplies and to purchase replacements to ensure that they are replenished in good time.
- To store all supplies in accordance to statutory regulations.

- To arrange to clear blockages, remove foreign matters from sinks toilets, drains, kitchen grease traps etc. and clean spillages as required.
- To ensure gullies, drains etc are kept free from debris and that the grounds are litter free.
- To be responsible for the safe pedestrian access to the halls particularly in adverse weather conditions (e.g. clearing snow, gritting)
- To dispose of waste materials in a safe and hygienic matter ensuring that it is available for collection as required.

3. Maintenance

- To ensure the Clerk is promptly informed of any new maintenance issues.
- To arrange the periodical tests and maintenance of all equipment including the annual PAT of all electrical items and the servicing of the boilers.
- To carry out minor repairs to fixtures and fittings in cases of wear and tear or accidental damage.
- To paint and decorate as required.

4. Supervision of premises

- To monitor activities in the halls to ensure hirers comply with the Halls Conditions of Hire and other statutory requirements.
- To open and close the halls at times appropriate to the booking schedule, to provide access to contractors, deliveries and other third parties as agreed both during the week and at weekends and to secure the premises when halls are not in use.
- To ensure as far as possible the accident log book is used after all accidents in the hall and report these to the Clerk.
- To carry out remedial actions and minor repairs as a temporary measure after break-ins, vandalism etc.
- Maintain an accurate inventory of Council assets in both halls.

5. Booking

- To manage booking process for the halls, responding to enquiries by phone and e-mail.
- To show prospective hirers around the halls, creating positive impression of the facilities and the hirers experience.
- To ensure the booking process is streamlined, and operates efficiently.
- To keep records of all confirmed and potential bookings and share this with the Council.

6. Management of systems

To manage and adjust systems within the halls as and when required with particular regard to

- Testing the smoke alarms on a weekly basis and recording the results thereof.
- Testing the emergency lighting systems on a weekly basis and recording the results thereof.
- Regulating the heating system to ensure that an adequate level of heating is maintained whilst ensuring any unnecessary usage is avoided.

- To maintain appropriate records including intruder alarm logbook, repair orders and heating systems records books and carry out meter readings for the Council.
- To report emergency faults with gas, electricity and water supplies and notify the Clerk.

7. Setting up

- To assist with (as appropriate) the setting or and subsequent removal and storing after use of chairs, tables and other equipment provided in the halls.

BOOKINGS

Before each day

1. Check cleanliness of booked facilities, including toilets, kitchen, tables and chairs.
2. Check supply of consumable items – toilet rolls, soap, paper towels, etc.
3. Set heating to required level (if needed) before the booked time.
4. Unlock appropriate doors

At booked time – this procedure applies only to first time hirers who are unfamiliar with the facilities and how they work.

Meet hirer at the time of their booking and inform them of the following:

1. Operation of lighting and fire door shutters
2. Explain kitchen and toilet facilities.
3. Explain Hall heating arrangements.
4. Location of fire extinguishers and emergency exits.
5. Agree procedure for locking Hall at the end of booking.

At conclusion of booking

1. Inspect facilities to ascertain all is generally in an acceptable order – any damage to be brought to the attention of the hirer.
2. Ensure that all is clean and tidy for the next booking and all furniture has been returned to their normal storage place
3. Check cleanliness of fridge and that no food has been left, and that the kitchen is in a hygienic condition.
4. Empty kitchen bins and washroom bins.
5. Adjust heating.
6. Check all water taps are turned off.
7. Flush all toilets
8. Turn off all lights and check all electrical appliances and equipment are unplugged/turned off.
9. Lock all windows and doors and set alarms.

SCHEDULE OF CARETAKER`S DUTIES FOR HALLS AND OFFICE

1. Daily

- Wash & disinfect toilets
- Wipe clean & disinfect wash hand-basins
- Sweep and mop floors
- Check that all consumable items (toilet rolls, soap, paper towels etc.) have been replaced
- Put out clean tea-towel/collect used tea-towel & place ready for laundering
- Wipe clean & disinfect kitchen work surfaces and hand-basin
- Empty/wipe clean bins
- Sweep outside and porch area.
- Vacuum mats

2. Weekly

- Thorough clean of toilets (toilet pans & toilet seats/wipe down all paintwork/ tiling/pipework & radiators/ tops of doors & cubicle divides/ scour sink & taps/ toilet pans & toilet seats/)
- Thorough clean of kitchens (wipe down fronts of cupboards/all paintwork/ tiling/behind & tops of all equipment including fridge and microwaves/ scour sink & taps)
- Wipe down dado rails/skirting/pictures etc in hall
- Clean all windows and door including sills and frames inside and outside
- Buff floor in hall
- Wipe clean desks, work surfaces & cabinets in office
- Dust and polish all surfaces
- Vacuum carpets in office

SCHEDULE OF CARETAKER`S DUTIES FOR HALLS AND OFFICE

3. Monthly

- Check operation of all electrical and mechanical equipment and record meter readings
- Strip floors and polish
- Clean out cutlery trays, wash and sterilise all cutlery and crockery.
- Clean material surface of all chairs
- Disinfect all tables and work surfaces
- Wipe clean cupboards

4. Annually

- Check inventory with Council Asset Register.

This list is not to be regarded as exclusive or exhaustive. You may be expected to complete other ad-hoc duties commensurate with the post.

Person Specification	Essential	Desirable
Knowledge and qualifications	Full valid driving licence	Manual handling training COSHH Training BIC's Training Welsh language
Experience of	Dealing with the public	Manual work Being responsible for properties Using a floor buffing machine
Skills/abilities	Basic Literacy and Numeracy Show initiative and be able to prioritise and organise own workload	Understanding of equal opportunities
Personal Characteristics	Self-motivated Trustworthy and reliable Flexible and available to meet the demands of the role Attention to detail	