

## JOB DESCRIPTION

<b>Job title</b>	Caretaker – Community Halls ( <b>Evenings</b> )
<b>Location</b>	Coronation Hall Headley Road Woodley RG5 4JB
<b>Reports to</b>	Bookings Manager
<b>Grade</b>	NJC SPC 5 – 6 £23,500 - £23,893 Pro-rata (based on 37 hours pw)  <b>Hourly rate: £12.21 - £12.42</b>
<b>Type of position</b>	Permanent, Part Time – (evenings)
<b>Hours of work</b>	16 - 20 per week

*This job description details the general nature and level of work performed by the employee in this post. It is not an inventory of all duties, responsibilities and outputs required of employees assigned to the role.*

### COUNCIL PURPOSE

Woodley Town Council is an active, professional, competent, and progressive town council. Staff are provided with job security and fulfilment, as well as the opportunity to develop and grow within their role.

As the town has grown so have the services provided by the Town Council. The Town Council is responsible for a number of parks and open spaces, play areas, allotments, community halls, street lighting and bus shelters, planning consultation, The Oakwood Centre and Woodford Park Leisure Centre. The Council also gives grants to local community organisations and individuals and represents residents on wider issues.

25 Town Councillors represent the 9 parish wards within Woodley. Latest figures put Woodley's population at around 28,000 plus, with an estimated 11,000 households.

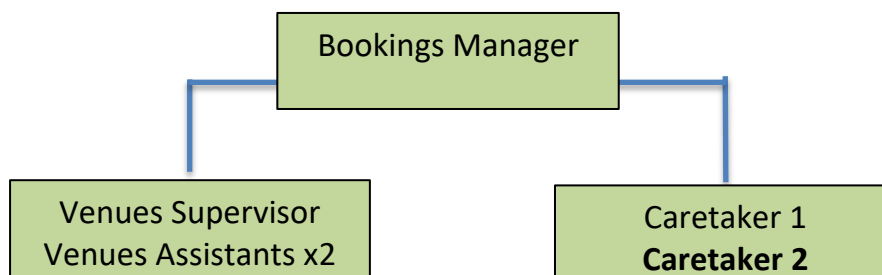
### JOB SCOPE

This role involves opening, closing, cleaning and looking after one of our well used community halls. Hours will be in the evening and as required by bookings in the hall.

**Financial Responsibility** N/A

**Staffing Responsibility** N/A

## DEPARTMENT STRUCTURE CHART



## MAIN DUTIES

1	To ensure that the hall and surrounding outside areas are kept clean and tidy at all times and ready for use by the public and hirers of the facilities.
2	To open, close and clean premises as required.
3	To set up chairs and tables for bookings as specified and check facilities are in good working order. This involves some lifting and moving of furniture and equipment.
4	To clean the floor, kitchen, toilets and other areas as required after bookings.
5	To undertake regular health and safety checks (e.g. fire extinguishers, doors, windows, lights, tripping hazards).
6	To liaise with the Venues Supervisor and Bookings Manager to ensure all bookings are set up and prepared for.
9	To check facilities after bookings to ensure they are left in good condition.
10	To ensure any necessary paperwork (e.g. damage reports, accident records) is carried out satisfactorily and in accordance with the Town Council's procedures and passed to the relevant officer.
11	To be responsible for stock checks for cleaning materials etc and to advise when they need reordering.
12	To act in a courteous and helpful manner to members of the public.
14	To carry out any other duties in keeping with the responsibilities of the post - at the request of the Venues Supervisor or Bookings Manager.
15	To carry out all duties ensuring the health and safety of staff and public, within the post holder's areas of responsibility and to ensure that personal

	responsibilities for health and safety as laid down in the Health and Safety at Work Act are followed.
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PERSON SPECIFICATION		
Qualifications	Essential	Desirable
Skills	Essential	Desirable
Full drivers licence		Yes
Good verbal communication skills	Yes	
Able to work unsupervised	Yes	
Knowledge & Experience	Essential	Desirable
Basic knowledge of health and safety in a work environment.	Yes	
Experience in facilities or hospitality environment		Yes