



JOB DESCRIPTION

POST: Village Hall Caretaker
BASED AT: Burghfield Village Hall, Recreation Road, Burghfield
POSITION REPORTS TO: Village Hall Manager

The Village Hall Caretaker is required to liaise with the Village Hall Manager and close the Village Hall for regular and occasional hirers as required, both during the week and at weekends.

The Caretaker must be able to work responsibly and flexibly. The hours worked should be flexible, consistent with the day to day use of the Hall and should on average should not exceed 7 hours per week.

1. Servicing

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

2. Management of Systems:

To 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 quarterly basis the electricity meter readings and advising the Village Hall Manager of readings.
- e) To complete on a monthly basis an Inspection Checklist and notify the Village Hall Manager of any action needed.

3. Maintenance and Safety:

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

4. Setting Up:

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

5. Security:

- a) Be the first point of contact in an emergency, responding to and liaising with the police out of hours as needed.
- b) 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.

6. Supervision of Premises:

- a) To monitor the activities in the Hall to ensure that hirers comply with the Hall's Conditions of Hire and other statutory requirements.
- b) To 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) To retain custody of the keys to the building.

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
- c) Ensure compliance with the parish council 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.

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**BURGHFIELD VILLAGE HALL**  
**SCHEDULE OF CARETAKER'S DUTIES**

**BOOKINGS**

**This procedure is required for occasional hirers only, who are unfamiliar with the facilities and how they work.**

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. Unlock appropriate doors.
4. Ensure all fire exits are clear

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

1. Operation of lighting including hall and electrics if required.
2. Operation of sound system if required.
3. Operation of Projector and screen if required.
4. Explain kitchen and toilet facilities.
5. Explain Hall heating arrangements.
6. Location of fire extinguishers, fire action plans and emergency exit.
7. Agree procedure for locking Hall at the end of booking.

**At conclusion of occasional hirer booking:**

1. Inspect facilities to ascertain all is generally in an acceptable order – any damage to be brought to the attention of the hirer/village hall manager
2. Ensure that all is tidy for the next booking, particularly after late evening Saturday booking.
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, if needed.
5. Check heating.
6. Check all water taps are turned off.
7. Unplug water heaters and urns.
8. Close windows.
9. Turn off all lights.
10. Lock Hall.

**Report any client feedback at check in/check out to the Village Hall Administrator immediately.**