



Lawton Memorial Hall



Site Manager and Caretaker

Job Description

Employer

Church Lawton Parish Council in its role as Sole Trustee of Lawton Memorial Hall.

Responsible to

The Clerk in capacity as Chief Officer to the Trust.

Main Function of the role

To undertake a variety of tasks to help maintain Lawton Memorial Hall to a high standard and assist in ensuring all relevant health and safety checks are conducted. To ensure that the hall is opened and ready for hirers according to their requirements and that the building is secured after use.

Pay Scale

£12.63 to £13.63 per hour dependent on experience.

Hours

6 to 8 hours a week on average with overtime payable at standard rate. Work will be spread through the week, with some flexibility, and will include weekend work when the hall is in use. (Hours, within the range, will be agreed with the successful candidate.)

Specific Duties

1. To work in partnership with the Trustees, volunteers and other staff members to enable effective co-ordination of the hall processes and bookings.
2. To liaise closely with the Operational Committee, which manages the day-to-day running of the hall, and with the administration assistant.
3. To open and close the hall for bookings as required and to ensure good customer care throughout. When closing, to ensure the building is secured and the alarm set. (See note *)
4. To help ensure all facilities in the hall (e.g. heating, lighting, alarm, plumbing etc.) are in good order.
5. To set up furniture and other preparation for bookings and to reset the hall after use. (See note *)
6. To ensure that the hall systems are understood to be able to provide assistance to customers. (e.g. heating, Wi-Fi, Soundsystem, air conditioning system.)
7. To proactively identify cleaning and maintenance needs.
8. To assist in the cleaning of Lawton Memorial Hall, alongside contracted cleaners, and to ensure all cleaning is conducted to a high standard.



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9. To control and maintain adequate cleaning supplies.

10. To maintain and keep tidy the outside of the building to support volunteer efforts.
11. To act as handyman to the maintenance of the hall.
12. To assist with procuring and arranging other repairs and maintenance from contractors as required.
13. To conduct in-house health and safety checks required on weekly/monthly/annual basis and to adequately maintain set-up logs in a timely manner.
14. To act as a contact for hirers, including at weekends. *
15. To adhere to all policies that Lawton Memorial Hall has in place.
16. To carry out any other task commensurate with the competence and expectation of the role.

* The tasks in this job description must be recognized as primarily the duty of the role holder. During busy periods, the job holder may need to work some hours at weekends. However, some cover will be provided by volunteers and other staff for appropriate time off and holidays.