



Chairman: Jim Gillett

Clerk to the Council:

**Miranda Parker
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Charvil, READING
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JOB DESCRIPTION

POST: Facilities Caretaker

**BASED AT: Charvil Village Hall and The Pavilion,
Park Lane, Charvil, Reading, Berkshire RG10 9TT**

POSITION REPORTS TO: Clerk to the Council

Charvil Parish Council is responsible for the provision and maintenance of certain facilities within the parish, including playing fields, leisure facilities, the Village Hall, the Pavilion at East Park Farm, rights of way, bus shelters, public seats, notice boards and some street lighting.

The Council wish to appoint a caretaker for the Village Hall and the East Park Farm Pavilion who will be working mainly at weekends and evenings, supporting the other Council staff as required.

The Facilities Caretaker is required to open and close the Village Hall and Pavilion for occasional hirers as required, both during the week and at weekends. The Caretaker will also liaise with regular hirers and the Assistant Clerk as required from time to time.

The Caretaker must be able to work responsibly and flexibly, consistent with the day to day use of the buildings.

It is anticipated that hours, on average, should not exceed 7/8 hours per week.

The Caretaker is responsible for overseeing the work of the building cleaners

1. Servicing

- a) To ensure that the building remains tidy and that all furniture and equipment are appropriately stored after use.
- b) To monitor stocks of cleaning supplies and other consumables and to advise the Village Hall Administrator to ensure they are replenished in good time.
- c) Receive and check goods and supplies and take them to the appropriate place for storage (cleaning products etc.)
- d) To erect and dismantle the portable stage when required.
- e) To set up tables and chairs on request from hirers.
- f) To make minor repairs as needed and to report any other faults as required.

2. Management of Systems

To manage and adjust systems and services within the buildings as and when required with particular regard to:

- a) Testing the fire alarm systems on a weekly basis and maintain test register.

- b) Testing the emergency lighting system on a monthly basis and recording of the results thereof.
- c) Adjusting of the timers and clocks and heating within the buildings when necessary.
- d) Recording on a monthly basis the gas, electricity and water meter readings and advising the Clerk of the results.
- e) To complete on a monthly basis an Inspection Checklist and notify the Village Hall Administrator of any action required.
- f) Completing on an annual basis inventories of the equipment in the kitchens of both buildings.
- g) Complete weekly water run-offs in the changing room showers for the legionella checks.
- h) Quarterly changing of the code for the keypad lock at the tennis courts.

3. Maintenance and Safety:

- a) To ensure that the Village Hall Administrator 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.
- c) Keep paths and entrances free of leaves, ice and snow to ensure the safety of users of the buildings.

4. Security

- a) Be the first point of contact in an emergency, responding to, and resetting of the building alarms, liaising with the alarm companies or 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 in the buildings.

5. Supervision of Premises:

- a) To monitor the activities in the buildings to ensure that hirers comply with the Conditions of Hire and other statutory requirements.
- b) To open and close the facilities appropriate to the booking schedule and to secure the premises when the facilities are not in use.
- c) To retain custody of the keys to the facilities.

6. General

- a) Understand and implement fire safety regulations, Health and Safety Regulations, COSHH, emergency procedures and the rules for evacuating the building.

7. Other Information

- a) There is a need to be flexible in this role as the hours needed each week will depend on bookings, but it is envisaged that it will be around 7/8 hours per week. The Council has recently adopted a policy to charge a call-out fee if there is a need for a member of staff to attend an event in the case of complaints etc, and a proportion of this will be passed to the member of staff attending at the discretion of the Council.
- b) This is a very important role which helps to ensure the Community buildings in Charvil are kept in the best possible condition. We are proud of Charvil and hope to recruit someone who will enjoy being part of the team that makes this happen.

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 the cleanliness of booked facilities, including toilets, kitchen, tables and chairs.
2. Check supply of consumable items – toilet rolls, soap, paper towels etc.
3. Operate the fan heaters in the hall if required.
4. Unlock appropriate doors.
5. Open the shutters from the hall to the kitchen as appropriate.
6. Ensure all fire exits are clear.

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

1. Operation of the lighting and location of the fuse board.
2. Explain kitchen and toilet facilities.
3. Explain the building heating arrangements.
4. Local of fire exits, fire extinguishers and fire action plan.
5. Advise procedure prior to the end time of the hire

At conclusion of occasional hirer booking:

1. Inspect facilities to ascertain all is generally in an acceptable order – any damage brought to the attention of the hirer.
2. Ensure that all is tidy for the next booking.
3. Check the cleanliness of fridge, that no food has been left and the kitchen is in a hygienic condition.
4. Check the bins in both the kitchen and toilet facilities have been emptied into the grondon.
5. Switch off the fan heaters.
6. Ensure the shutters are down between the hall and kitchen.
7. Close windows and check all external doors are secure.
8. Turn off all lights.
9. Ensure all window and door shutters are down and secured where applicable.
10. Lock and alarm (if applicable) the building.

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