JOB DESCRIPTION

Public Hall Caretaker

Appleby Town Council is recruiting for a part time Public Hall Caretaker. Regular working hours will be 55 hours per month, to be worked flexibly to accommodate the needs of the service and the appointed person.

The ability to work on your own initiative without supervision is essential. The job is based at the Public Hall and requires a level of physical fitness, as manual handling of tables, chairs and equipment is an essential part of the role.

The role is paid at £14.35 per hour, with paid statutory holiday entitlement and will be subject to completion of a satisfactory probationary period of 3 months.

Main Duties will include:

- Opening and closing the hall before and after events.
- Preparing rooms for all events. This includes putting out the tables and chairs ready for the events, as per the hirer's floor plan.
- Ensuring the premises are clean at all times. This includes ensuring the function rooms, kitchens, public areas and toilets are cleaned and made ready in between bookings, as well as following a weekly and monthly cleaning schedule.
- Liaising with Clerk's Office regarding bookings and reporting of any issues.
- Some direct liaison with hall users when necessary.
- Maintaining a stock of cleaning materials and re-ordering when necessary.

Although some of the working hours are dependent on the events taking place in the hall, both regular and one-off bookings, other hours of work can be flexible to suit the person's needs.

Anyone interested in applying for this position, please contact the Town Clerk's office on 017683 51177 Ext 2 or email clerk@applebytown.gov.uk

PERSON SPECIFICATION

Public Hall Caretaker

You will need to meet all of the essential criteria as listed below and should also be able to demonstrate some of the 'desirable' qualities.

	Qualities	**Essential**	**Desirable**
1.	Friendly, approachable and professional at all times while representing the Town Council.	X	
2.	The ability to work as part of a small team and to perform designated tasks satisfactorily and efficiently.	X	
3.	The ability to work independently using own initiative.	X	
4.	A generally 'practical' nature with the ability to turn your hand to a number of maintenance related tasks.	X	
5.	A 'can-do' attitude and a willingness to tackle any task.	X	
6.	The availability to work weekends and bank holidays.	X	
7.	A good level of physical fitness.	X	
8.	To live in close proximity to the town centre.		X
9.	Previous experience working in a similar position.		X