

POST: Village Hall Attendant

HOURS / SALARY: 20 hours per week at £15,000 per annum pro rata

BASED AT: Pitlington Village Hall, High Pitlington, DH6 1AN

POSITION REPORTS TO: Pitlington Community Association Management Committee and Trustees

Summary of the position

- To oversee the running of the hall, in particular hall bookings
- To provide a positive experience for all hall users
- To ensure that the village hall is an attractive property for hirers
- To open and close the Village Hall for occasional hirers as required both during the week and at weekends
- To provide access to the Hall where required for contractors, deliveries or other users as agreed with the Management Committee both during the week and at weekends
- To maintain the cleanliness of the village hall and deal with running repairs and maintenance
- To identify significant maintenance and improvements needed
- To maintain the security of the hall
- To write monthly reports for the Management Committee as directed.

Responsibilities

1. General:
 - To work with the Management Committee to provide a positive experience for all users of the hall
 - To be the primary on-site contact for all enquiries
 - To help in the building of relationships with other local facilities
2. Bookings:
 - To manage the bookings process for the hall, responding to enquiries by phone or email
 - To show prospective hirers around the hall, creating a positive impression of the hall and the hirer's experience
 - To help maintain the online presence of the hall
 - To ensure the booking process is streamlined, and operates efficiently
 - To keep records of all confirmed and potential bookings and share this with the management committee as required
3. Finance:
 - To ensure all monies received from hall bookings are passed to the treasurer within 1 week of receipt
 - To maintain a record of all receipts and expenditure for the hall, for approval by the treasurer
 - To produce a monthly account for expenses for payment by the treasurer
4. Cleaning & Servicing:
 - To clean and service on a regular, planned, basis and to a high standard, the facilities and floors of Pitlington Village Hall as specified in the attached Schedule
 - To ensure that the building remains tidy and that all furniture and equipment is appropriately stored after use.

- To monitor stocks of cleaning supplies and other consumables including First Aid supplies and to purchase replacements to ensure that they are replenished in good time.
5. Setting-up:
 - To assist with (as appropriate) the setting out and subsequent removal and storing after use, of chairs, tables and other equipment provided in the Hall.
 6. Maintenance:
 - To ensure that the Management Committee is promptly informed of any new maintenance issues.
 - To arrange annual PAT testing of all electric equipment
 7. Supervision of Premises:
 - To monitor the activities in the Hall to ensure that hirers comply with the Hall's Conditions of Hire and other statutory requirements.
 - To open and close the Hall at times appropriate to the booking schedule, to provide access to contractors, deliveries and other third parties as agreed with the management committee both during the week and at weekends and to secure the premises when the Hall is not in use.
 - To retain custody of the keys to the building. Keys may only be loaned/provided to hirers or other third parties following the signing of the hirers' agreement and receipt of payment.

DRAFT SCHEDULE OF ATTENDANT'S DUTIES

This schedule is to be reviewed regularly by the Hall Manager and the Management Committee so that it contains an accurate schedule of the duties required.

BOOKINGS

Before each booking

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. Set heating to required level (if needed) half an hour before booked time.

At booked time – this procedure applies only to first time hirers who are unfamiliar with the facilities and how they work.

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

1. Explain kitchen and toilet facilities.
2. Explain Hall heating arrangements.
3. Location of fire extinguishers and emergency exits.
4. Agree procedure for locking Hall at the end of booking.

At conclusion of booking

1. Inspect facilities to ascertain all is generally in an acceptable order – any damage to be brought to the attention of the Management Committee and the hirer.
2. Ensure that all is tidy for the next booking, particularly after late 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.

5. Switch off heating.
6. Check all water taps are turned off.
7. Turn off all lights.
8. Lock Hall.

CLEANING

1. The following areas should be kept clean as necessary:
 - All toilet facilities, including floor, tiles and mirrors
 - Kitchen
 - Tables and chairs
 - Check that all consumable items (toilet rolls, soap, paper towels etc.) have been replaced.
2. Weekly
 - Clean tiles, doors and walls in kitchen.
 - Clean off any marks on other walls
 - Clean and polish floors
 - Disinfect internal drains in toilets and kitchen
 - Dust window ledges
 - Sweep around front and emergency exits
3. Monthly
 - Check operation of all electrical and mechanical equipment
4. Six Monthly
 - Clean out kitchen cupboards.
5. Annually
 - Check inventory with the Management Committee.

CONDITIONS OF SERVICE

1. The post will be temporary for 1 full year from the date of commencement of employment. Extension subject to performance.
2. The post is part time at an average of 20 hours per week.
3. Salary is paid monthly by bank credit transfer.
4. The appointment will be subject to:
 - i) Criminal Records Bureau Disclosure check.
 - ii) Satisfactory medical clearance.
 - iii) Satisfactory references. References will be sought from your current or most recent employer and additional references may be requested.
 - iv) Successful completion of a 6 month probationary period
6. Leave entitlement is subject to negotiation upon offer of employment. In addition the post holder is entitled to 8 bank holidays. The above entitlements are reduced proportionately for employees working fewer than 37 hours per week.
7. Pittington Community Association operates a no smoking policy. Smoking is not allowed in Pittington Hall Community Building.
8. Pittington Community Association Management Committee, as your employer, believes in the principles of solving industrial relations problems by discussion and agreement. For practical purposes, this can only be conducted by representatives of the employers and of the employees. If collective bargaining of this kind is to continue and improve for the benefit of both it is

essential and that the employees' organisations should be fully representative. You have the right to join a trade union and to take part in its activities

9. Pittington Community Association is an Equal Opportunities employer and welcomes applications, irrespective of race, sex, marital status, disability, religion, age, sexual orientation or political belief.
10. Pittington Community Association requires one month's notice in writing to the post holder's intention to terminate employment.

NOTES

1. Candidates related to any member of Pittington Community Association Management Committee or to the holder of any senior post must make a declaration to that effect.
2. Canvassing directly or indirectly will disqualify.
3. Please note that receipt of your completed application form will not be acknowledged, unless you provide a stamped addressed envelope for the purpose.
4. If you are not invited for interviews within 30 days of the closing date for receipt of applications, you may assume that you have been unsuccessful and that the post has been filled.
5. Please do not send testimonials or references as these will not be returned. Referees will be contacted directly.