



Aberffraw Village Hall Caretaker

Duties and Responsibilities

General

- Set up and pack down of each room according to bookings diary. Including but not limited to set up of chairs, tables, tea, coffee and urns, projectors, TV's and so on.
- Daily cleaning and upkeep of the building including but not limited to, vacuuming, cleaning toilets, mopping floors, shampooing carpets and cleaning glass.
- Putting out bins in preparation for pick-up.
- Ensuring that external rubbish is stored appropriately and arrange disposal.
- Sweep car park, pick up litter and be responsible for the removal of all debris from paths, grassed areas, flowerbeds and all entrances/exits.
- General maintenance and minor repair work including doors, windows, toilet seats and flushes, furniture, tap washers and some painting of doors and walls. (This list is not exhaustive, but an example).
- Maintenance of equipment e.g., digital projectors, tables and chairs as needed.
- Appropriate painting and redecoration.
- General porter duties and moving of furniture.
- Checking damage/security every morning on arrival at the premises.
- Receive and check goods and supplies and take them to the appropriate place for storage. (Cleaning products etc).
- Routinely clean lamp shades and light diffusers (strip lights).
- Ensure that clear passage is maintained on fire escape routes.
- Test fire alarms weekly. Maintain test register.
- Report any defects of building, furniture, fittings and equipment.
- Store equipment and supplies safely
- Understand and implement fire safety regulations, Health and Safety regulations, emergency procedures and the rules for evacuating the building.
- Emergency cleaning of human deposits (vomit, excrement).
- Flexibility of working hours when required.
- Frequent deep cleaning of rooms.
- Complete relevant training courses and certificates as requested.
- Any other work requested.



Security

- Opening and closing the building and each room.
- Occasionally open and close the building for evening and weekend use at times.
- Checking and securing the premises subsequent to out of hours intruder alarm activation.
- Be the first point of contact in an emergency, responding to, and resetting of, the building alarm, liaising with the police and alarm company out of hours as needed.
- Overall security of the premises including the locking of all windows and doors.
- 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 on the site. Grounds Maintenance
- Regular check of guttering.
- Responsible for monitoring of grounds e.g. hedges, mowing, weeding as carried out by contractors or volunteers.
- Clean external lights. Replace light bulbs accordingly.
- Keep all hard surfaces free of moss and weeds.
- Disinfect drains and dustbins regularly.
- Make safe any hazards and ensure that the area is cordoned off.
- Keep paths and entrances free of ice and snow to ensure the safety of staff and visitors.
- Ensure car park signage and line markings that indicate car spaces are clear and not faded.

Management

- Be responsible for the collection of hall income.
- Be responsible for the purchase of hall required resources such as cleaning supplies.
- Noting, monitoring and reporting any defects in the building to the xxx.
- Occasionally monitor the work of contractors working on site. Heating, Lighting and Water
- The switching on and off of all lights and appropriate electric plug sockets.
- Ensure that all lights and heating are working effectively, changing light bulbs and occasionally working at height.
- Read Gas, Electric and Water meters as required.
- Monitoring and setting of heating controls and boilers for each room as needed.
- Ensure that the plant room and all storage rooms and cupboards are tidy.



Skills and personal qualities A caretaker should:

- Be responsible, honest and reliable.
- Be practical and have experience in D.I.Y.
- Stay calm in an emergency, for example if there is a break-in or fire.
- Have good verbal communication skills to deal with children and adults.
- Be prepared to get up early.
- Understand safe working practices and health and safety legislation.
- Be able to interpret technical information.
- Be well-organised and capable of prioritising their own work.
- Be happy to work on their own and/or capable of supervising people.
- Be flexible and enjoy a varied routine.
- Be physically fit and capable as heavy lifting may be required.
- Be able to meet targets and work to a schedule.
- Be able to follow instructions.

Hours of Work 7 Hours per week.

Salary: £10.00/hr to be reviewed in September 2022