



HASLINGFIELD PARISH COUNCIL

JOB VACANCY

CARETAKER FOR HASLINGFIELD VILLAGE HALL

The Parish Council is looking for someone to look after the Village Hall for a minimum of 10 hours per month. The appointee will report to the Parish Clerk.

The ideal candidate is reliable and self-motivated. The duties will require you to work some evenings and weekends, so you must also be flexible.

You will be required to work an average of ten hours per month and be available to attend quarterly evening meetings. Full training and supervision will be given.

The rate of pay is based £12.00 per hour.

The key duties are:

- To carry out weekly / monthly / quarterly / annual checks at the hall
- To put out rubbish for collection
- To keep the outside of the hall free from leaves and other debris
- To polish to hall floor monthly
- To clean shower heads quarterly
- To check and clear gutters of leaves
- To clean external windows
- To weed paths and cut back branches
- To liaise with contractors to carry out annual checks on equipment
- To carry out minor repairs when necessary, purchasing materials when required.
- To arrange repairs with nominated contractors when necessary.
- To respond to any emergency situations, such as break-ins or fire and liaise with the appropriate authorities.
- To attend meetings when required to do so.

If you are interested in applying or would like to know more details about the role please contact Lise Jackson, Parish Clerk at clerk@haslingfieldparishcouncil.gov.uk or 01223 870269.

Closing date: 8 September 2023