



SLINFOLD VILLAGE HALL

General Maintenance / Caretaking Duties

REQUIRED

Self-employed person to perform regular maintenance /
caretaking duties at Slinfold Village Hall

2 hrs per week / 10 hrs per calendar month
(typically 2 x 1hr during the week rather than at weekends)
but must work around hall rental times

Market rate of pay

For more details or to register your interest please contact

Trevor Dayneswood

by 27th April

at

01403 790374

or vice-chairman@slinfoldvillagehall.co.uk

or see www.slinfoldvillagehall.co.uk



Slinfold Village Hall

The Street, Slinfold, West Sussex RH13 0RP
Registered Charity: 305256 - The Child Memorial Village Hall
email: adminl@www.slinfoldvillagehall.co.uk
website: www.slinfoldvillagehall.co.uk

Trustees' Chairman: Neil Peachey. 'Amberley', Hayes Lane, Slinfold, West Sussex RH13 0SQ
Tel: 01403 791554 email: chairman@slinfoldvillagehall.co.uk

Caretaker Duties Specification

Objective

- Ensure Slinfold Village Hall is maintained in good working order

Hours per Week

- 2 hrs per week / 10 hrs per calendar month = typically 2 x 1hr during the week
- Scheduling of hours to suit individual, but must fit around hall rental times
- Extra hours may sometimes be agreed for one-off non-routine tasks

Employment Status

- Self-Employed / Contractor

Reporting & Escalation

- Access to & regular use of email is essential
- Normal reporting to and direction from Head of Works*
- Emergency and escalation of out-of-scope items to Head of Works*

Summary of Responsibilities and Scope

Area	In Scope	Out of Scope
Compliance	Undertaking and recording required regular checks (eg. emergency lighting, fire alarms). Ensuring that required periodic checks and servicing (eg. fire extinguishers) by third parties take place and are recorded.	Undertaking periodic checks and servicing that requires specialist expertise or qualification.
First-Aid	Ensuring that first-aid kits are adequately stocked & Accident book regularly checked.	

Area	In Scope	Out of Scope
Equipment Maintenance	Ensuring all kitchen and cleaning equipment is maintained in working order.	Non-routine maintenance items that will require specialised expertise. Maintenance of audio-visual and IT equipment.
General Maintenance	Routine maintenance of the hall and its equipment. Noting & reporting any non-routine items requiring attention. Progression of agreed items on the to-do list.	Weekly cleaning. Daily checks after use. Attending to non-routine maintenance items that will require (i) time in excess of monthly totals; or (ii) specialised expertise. (<i>Monitoring</i> such items is in scope.)
Heating	Setting weekly timing schedule. Setting boiler temperature. Tracking oil levels.	Ordering oil. Arranging oil delivery. Fixing boiler problems.
Lighting	Ensuring that all lights are working. Setting timings on auto external lights.	Changing high-level fluorescent bulbs.
Outside	Sweeping of path when required & generally keeping external area tidy, Including removing cigarette butts from external container.	Clearing of snow from path. Weeding and gardening. Window cleaning.
Procurement	Ordering basic materials when necessary.	Selection and procurement of non-basic materials.
Security	Ensuring that all locks are in working order.	Daily security checks after use. Periodic changes to security codes.
Storage	Ensuring storeroom and mezzanine are tidy and safe.	Organising clubs to sort out their equipment.
Volunteer Effort	Organising volunteers for assistance with basic tasks. Ensuring all work carried out is done with regard to appropriate Health & Safety guidelines.	Finding and mobilising volunteers.

*Head of Works position currently vacant, being filled by Vice-Chairman as interim measure.