Chelmarsh Parish Hall Management Committee

Caretaker/Cleaner Role

Overview

This is a new part time, paid, self-employed role with responsibility for ensuring the Hall is cleaned and maintained to the required standard. A small number of variable hours would be required, to be invoiced monthly, with evidence of work done or any materials purchased (eg. a timesheet and receipts).

Responsibilities

- To carry out cleaning on a weekly basis according to the cleaning schedule provided, and additional cleaning as required or requested after events/bookings.
- To purchase cleaning materials as required and send receipts to the Treasurer for reimbursement.
- To check hall facilities for routine maintenance, eg. dead light bulbs or blocked toilets, and carry out the required remedial actions.
- To respond to reports from Hall users and Committee members regarding maintenance issues.
- To carry out an annual full building check with the designated member of the Committee.
- To report larger maintenance issues to the Committee, and obtain quotes from contractors as appropriate, and oversee contractors' work once the Committee has agreed to the expenditure.
- To arrange necessary safety checks such as fire extinguishers and electrical testing.

Personal characteristics and abilities required

- Reliable, practical and efficient.
- Able to clean all parts of the building effectively.
- Able to carry out routine maintenance tasks such as changing light bulbs, unblocking drains or small DIY jobs.

Level of commitment required

Cleaning is required weekly for about 2 hours – this may vary according to use of the Hall. Maintenance issues will be on an ad hoc basis.