

# WESTON TURVILLE VILLAGE HALL

## **JOB DESCRIPTION - Caretaker**

**Responsible to** Clerk to the Council

**Hours** 10 hrs per week

**Salary** £13 Per hour

**Annual Leave** 20 days, plus 8 days bank holiday.

**Place of Work** Weston Turville Village Hall

## **JOB DESCRIPTION**

The Hall Cleaner is responsible for maintaining a clean, safe, and welcoming environment in the hall. This includes performing daily cleaning tasks, conducting visual checks for maintenance issues, and assisting with fire checks to ensure compliance with safety regulations.

## **KEY TASKS**

- Check that all consumable items (toilet rolls, soap, paper towels etc.) have been replaced.
- Empty bins and replacing bin bags.
- Sweeping and mopping the Hall, kitchen and toilet floor areas.
- Cleaning toilets and sink areas.
- Cleaning the kitchen sides, sink and insides of fridge/microwave.
- Wiping hall lobby doors to remove any fingerprints.
- Checking the tabletops and chairs are clean and wiping over them when needed.
- Dusting windowsills and ledges.
- Buffing and polishing the hall floor with our machinery twice a month.
- Liaise with hall committee on need for cleaning materials and consumables.
- Report any issues/damage to the Hall daily to Hall Committee.
- Conduct routine fire alarm tests and document results as per established procedures.
- Report any faults or issues with the fire alarm system to the clerk or assistant clerk promptly.
- Ensure fire exits and escape routes are clear and unobstructed at all times.
- Inspect the premises for damage, hazards, or maintenance issues, such as broken fixtures, leaks, or safety concerns.
- Report any findings to the Clerk or Assistant Clerk for prompt resolution.
- Ensure signage and safety notices are visible and in good condition.

## **OTHER**

- This role may require early mornings, evenings, or weekend shifts depending on hall usage.
- The Hall Cleaner must wear appropriate protective equipment (PPE) as provided.

## **QUALIFICATIONS & SKILLS:**

- **Experience:** Previous cleaning experience is preferred
- **Knowledge:** Familiarity with cleaning equipment, materials, and safety procedures.
- **Attention to Detail:** Ability to notice and address cleanliness or safety issues.
- **Health & Safety Awareness:** Basic understanding of fire safety and health regulations.
- **Physical Fitness:** Role requires manual work, including lifting, bending, and standing for extended periods.
- **Reliability:** Strong time management skills and the ability to work independently.

**The successful applicant will be required to undertake a DBS check.**