



## Swanland Village Hall Job Vacancy **Caretaker (Part-time/Job Share)**

We are looking to employ a relief caretaker on a parttime/jobshare basis to join our staff team and work with our existing caretaker and cleaner. Details of pay rates available on request.

Swanland Village Hall is a thriving local resource, managed by volunteer trustees for the benefit of local residents, and has been awarded the highest “Hallmark” (level 3) for the quality of the service it provides. The hall is hired out extensively throughout the week to local organisations, groups, classes, individuals for parties and for community events

**Role** : to share responsibilities for the delivery of all the day to day maintenance and running of the hall. The hall is open 7 days a week and the ability to work weekends is therefore vital.

**Vacancy:** we would welcome enquiries from people who can offer weekends only or, alternatively, we can offer Thursday, Friday and alternate weekends.

**Applicants** should be self directing, reliable, flexible, customer focussed, diplomatic, tactful and caring.

A detailed job description is available, but in summary the role involves:

- opening and closing at various times during the day and evenings including weekends
- maintaining an oversight on security of the building and the safety of hirers during opening times and ensuring the building is secure at night
- setting up rooms for use by hirers according to their requirements
- working in partnership with the other caretaker to ensure all times are covered
- understanding the inner workings of the hall, its equipment and utilities in order to ensure smooth and effective operations on a daily basis
- ensuring the rooms are clean and fit for each hire (the hall is cleaned by our cleaner every weekday morning)

For Further information please contact  
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