



**Baddesley Ensor
Parish Council**

VACANCY VILLAGE HALL CARETAKER

PART TIME to commence 1st May 2023

CURRENT WORK PATTERN 4 HOURS PER WEEK (THURS, FRI, SAT, SUN 1 HOUR PER DAY)

RATE OF PAY - £10.53 PER HOUR

Baddesley Ensor Parish Council are seeking an enthusiastic individual to provide key services to the village. To carry out a range of tasks to keep the Village Hall clean and safe. This is a varied role supporting a pro-active and community focused Parish Council.

JOB DESCRIPTION - Responsible for the maintenance and security of the Village Hall and to provide and maintain a safe working environment within the Hall and grounds.

ROLE RESPONSIBILITIES – To open and lock up the car park and Village Hall each morning and evening. To set/disarm the security system.

As a main keyholder, to respond when the alarm system is set off, and arrange for the system to be re-set.

Ensure that access and egress meet Fire, and Health and Safety requirements.

Ensure flammable materials are kept out of the Hall.

Reporting replacement of any lighting and internal/external to Clerk to the Council.

Providing safe access to the Village Hall entrance and rear fire exit where required in the event of snow, ice, minor flooding or similar emergencies.

Carrying out necessary procedures in event of fire, flood, breaking and entering, accidental or criminal damage.

To litter pick the Hall vicinity and car park.

To trim grass around vicinity of Village Hall as required.

Apply to the Clerk clerkbaddesleyensor@outlook.com

