

Job Description

POST: Richard Benson Hall Caretaker

BASED AT: Cowley Road
Oxford, OX4 1UR

POSITION REPORTS TO: Parish Administrator

The successful applicant will be required to open and close the Richard Benson Hall for occasional hirers as required both during the week and at weekends. Regular hirers of the hall have their own keys and do not need service.

General cleaning duties should be carried out during the week at times to fit in with the day to day use of the hall. Further cleaning may be required at the weekend following Friday and Saturday night bookings depending on the condition in which the hall has been left.

The hours worked should be flexible, consistent with the day to day use of the hall, with a minimum of six hours a week.

Responsibilities:

1. Cleaning & Servicing

- To clean and service on a regular, planned, basis and to a high standard, the facilities and floors of the Richard Benson Hall as specified in the hall schedule.
- To ensure that the building remains tidy and that all furniture and equipment is appropriately stored after use.
- To monitor stocks of cleaning supplies and other consumables and to advise the Parish Administrator to ensure that they are replenished in good time.

2. Setting-up

- To assist with (as appropriate) the setting out and subsequent removal and securing after use, of chairs, tables, and other equipment provided in the hall.

3. Management of Systems

- To manage and adjust systems and services within the hall as and when required with particular regard to:
 - Testing the fire alarm system on a monthly basis and recording on the relevant paperwork.
 - Testing the emergency lighting on a monthly basis and recording on the relevant paperwork.

- Testing the water temperatures on a monthly basis and recording on the relevant paperwork.
- Checking the fire extinguishers and recording findings on the relevant paperwork.
- Regulating the heating system to ensure that an adequate level of heating is maintained while ensuring the unnecessary usage is avoided.

4. Maintenance

- To ensure that the Parish Administrator is promptly informed of any new maintenance issues.

5. Supervision of Premises

- To monitor the activities in the hall to ensure that hirers comply with the hall's conditions of hire and other statutory requirements.
- To open and close the hall at times appropriate to the booking schedule and to secure the premises when the hall is not in use.
- To retain custody of the keys to the building. Keys may only be loaned/provided to hirers or other third parties with the express permission of the Parish Administrator.

THE RICHARD BENSON HALL

SCHEDULE OF CARETAKER'S DUTIES

BOOKINGS

Before each booking

1. Check cleanliness of booked facilities, including toilets, kitchen, tables and chairs.
2. Check supply of consumables items, especially toilet rolls, soap, paper towels, etc.
3. Check temperature to ensure that heating system is working properly.
4. Unlock appropriate doors.

At booked time – this procedure applies only to first time hirers who are unfamiliar with the facilities and how they work.

Meet hirer at the time of their booking and inform them of the following:

1. Operation of lighting including large hall and small hall/kitchen (if required).
2. Explain kitchen and toilet facilities.
3. Explain hall heating arrangements.
4. Location of fire extinguishers and emergency exits.
5. Agree procedure for locking hall at the end of the booking.

At conclusion of booking

1. Inspect facilities to ascertain all is generally in an acceptable order – any damage to be brought to the attention of the hirer and Parish Administrator.
2. Ensure that all is tidy for the next booking, particularly after a late Saturday booking.
3. Check cleanliness of fridge and that no food has been left, and that the kitchen is in a hygienic condition.
4. Empty kitchen bins and washroom bins.
5. Check all water taps are turned off.
6. Ensure windows and outer doors are closed properly.
7. Turn off lights.
8. Lock hall.

CLEANING

1. **The following areas should be kept clean as necessary:**
 - All toilet facilities, including floor, tiles and mirrors.
 - Kitchen area.
 - Tables and chairs.
 - Check all consumables items (toilet rolls, soap, etc) have been replaced.

2. Weekly:

- Clean tiles, doors and walls in kitchen area.
- Clean off any marks on other walls.
- Clean floors.
- Disinfect internal drains in toilets and kitchen.
- Dust window ledges.
- Sweep around front emergency exits.

3. Monthly:

- Check operation of all electrical and mechanical equipment.

4. Six monthly:

- Clean out kitchen cupboards.