

# Grayshott & Hindhead Institute & Village Hall

## Duties of the Resident Caretaker(s)

### RESPONSIBILITIES

1. **Cleaning & Servicing:**
  - a. To clean and service on a regular, planned basis to a standard acceptable to the Management Committee the facilities and lower surfaces including floors within and around the Grayshott Village Hall as specified in Appendix A.
  - b. To ensure that the building remains tidy and that all furniture and equipment is appropriately stored after use.
  - c. To monitor stocks of cleaning supplies and other consumables and to ensure that they are replenished on a timely basis
2. **Setting-up:** To assist with (as appropriate) the setting out, subsequent removal and securing after use, of chairs, tables and other equipment provided the Hall which are required by hirers of the Hall.
3. **Management of systems:** To manage and adjust systems and services within the hall as and when required with particular regard to:-
  - a. testing the fire alarm system on a weekly basis and recording the results thereof
  - b. testing the emergency lighting system on a weekly basis and recording the results thereof
  - c. assisting with the use of the sound system and checking that the component parts are present and in working order
  - d. regulating the heating system to ensure that an adequate level of heating is maintained while ensuring that unnecessary usage is avoided
4. **Maintenance:** To provide general assistance with the maintenance of the Hall and in particular:-
  - a. to ensure that the Management Committee are promptly informed of any maintenance issues
  - b. to carryout minor repairs & maintenance as agreed with the Management Committee
  - c. to liaise with contractors and workmen as advised by the Management Committee
5. **Supervision of Premises:** To monitor, as far as is reasonably practical, regular activities taking place in the Hall to ensure that hirers comply with the Hall's 'Standard Conditions of Hire' and other statutory requirements. To remain on the premises and closely supervise the following 'high risk' activities:-
  - a. Private Parties/Discos/Wedding receptions etc
  - b. Activities regulated by the local authority (eg public performances of plays, discos, band concerts and the sale of alcohol) to ensure that good order is maintained and that the conditions of the Hall's Premises License are complied with
  - c. The first booking by a new user
  - d. Any similar booking as advised by the Booking Secretary or other member of the management committee.
6. **Bookings:** To receive and respond effectively to booking enquiries and other information requests regarding the Hall and to keep the Booking Secretary fully and promptly aware of all enquiries received.
7. **Access to Premises:** To open and close the hall at times appropriate to the booking schedule and to secure the premises (and the property therein) when the hall is not in use.
8. **Control of Keys:** 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 Chairman or other Officer of the management committee.

9. **Grounds:** To regularly trim the vegetation around the hall so as to maintain an orderly appearance.
10. **Removal of Waste:** To regularly clear away all litter and debris which accumulates in and around the Hall.

These duties require on average not more than **30 (thirty)** hours per week to complete.

Signatures:-

..... date .....  
Caretaker

..... date .....  
Chairman of Management Committee.

### **Appendix A: CLEANING & SERVICING DUTIES**

#### Regular Activities when the Halls are in use (to be determined by hall bookings)

- a) Sweep outside porches.
- b) Check all toilet areas, clean facilities and floors as necessary and replenish supplies
- c) Clean kitchen sinks and worktops.
- d) Check cleanliness of ovens and clean as necessary.
- e) Dust all surfaces / furniture as necessary
- f) Sweep and clean all floors including the Halls and Rooms, the entrance foyers, the stairways, the kitchen and the toilet areas.
- g) Ensure furniture and equipment required for each function is clean and in a serviceable condition
- h) Ensure that the boiler room is clean and tidy and that access to the boiler is not impeded.
- i) Ensure that all exit routes remain unimpeded and available for immediate use
- j) During summer months water hanging baskets and other plants as necessary

#### Weekly Activities

- a) Check all lights are in working order and replace light bulbs as necessary.
- b) Check drains are free-flowing and in working order
- c) Remove litter / small debris from the car-park

#### Monthly Activities

- a) Wash down low-level exterior paintwork

#### Annual Activities

- a) Clean storage lobby (emergency exit area)
- b) Empty and clean all kitchen cupboards inside and out
- c) Move cookers and clean under/behind
- d) Wash down low-level interior paintwork
- e) Clean light fittings

### **Appendix B: MAINTENANCE OFFICER'S RESPONSIBILITIES**

[for information only]

To arrange the following:

- a) Clean windows inside and out
- b) Check and clean out gutters
- c) Clean rafters in the Main Hall
- d) Service the Boiler
- e) Service Fire Extinguishers and Alarm System
- f) Servicing of Gas and Electrical systems
- g) Clearing of the car park of leaves and other debris in the Autumn
- h) Trimming of the hedges (Excluding cottage garden)