



## **VACANCY FOR PART TIME CARETAKERS - GREAT COATES VILLAGE HALL**

**A vacancy has arisen for two part time caretakers.**

**Hours of work are 8 hours per week every fortnight i.e. one week on one week off throughout the year. Flexible working can be agreed to ensure coverage of duties during absence for holidays or sickness.**

### **JOB Description Caretaker Great Coates Village Hall**

- To ensure the efficient and effective caretaking, cleaning, maintenance and security of the Village Hall.
- The routine and non-routine opening and closing of premises.
- To ensure that all outside areas, paths and drives etc. are free from litter.
- To ensure all rooms are clean and ready for functions.
- To remove all refuse to designated area for collection.
- To order janitorial supplies and take delivery of supplies in accordance with Great Coates Council procedures.
- To secure the premises at the end of the function.
- Any other duties commensurate with the post.
- To work flexible hours to suit the operation of the premises to include daytime, evenings, weekends, and bank holidays excluding Christmas Day, Boxing Day and New Years Day when the Village Hall will be closed to hirers.

**Interested persons should apply by email to in the first instance to the addresses below, giving details of work experience to date and their contact details. For an informal chat about the position the telephone numbers also listed below can be used. Closing date for applications is Tuesday 20<sup>th</sup> November, 2018.**

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