

STANWAY VILLAGE HALL MANAGEMENT COMMITTEE

Vacancies for two ASSISTANT CARETAKERS

At Stanway Community Halls, Villa Road, Stanway

- 15 hours week (65 hours month)
- **Salary £10.00 per hour**
- One weekday plus every other weekend
- 4 weeks annual leave per year (pro rata)
- Additional hours will be paid to cover the holiday/sickness of the other caretaking staff
- Training will be given as required

General duties:

- General weekly cleaning
- Opening and closing the halls, ensuring they are clean and tidy for the next hirers.
- Security of the halls is of the utmost importance
- Show prospective hirers around the halls and advise them about the facilities including their obligations, especially the vacation of the premises
- To carry out minor repairs/maintenance such as change light bulbs etc.
- To notify the caretaker manager of any problems with the halls
- Undertaking all duties as holiday/sickness cover for the other caretaking staff.

If you are interested in these vacancies or require further information please contact:

Email

secretary@stanwaycommunitycentre.org

chairman@stanwaycommunitycentre.org

Phone/text/message

Mobile number 07761 800375

Closing date is Friday 20 August 2021