



## W E S T B E R G H O L T P A R I S H C O U N C I L

### Job Description

**Post:** Orpen Memorial Hall Cleaner/Caretaker

**Based at:** Orpen Memorial Hall, Lexden Road, West Bergholt, CO6 3BW

**Position reports to:** Hall Administrator

The Orpen Memorial Hall Cleaner/Caretaker is requiring liaising with the Hall Administrator to open (set up where applicable) (see separate sheet CTD1 - schedule of Caretaker's Duties) and close the Orpen Hall for regular and occasional hirers as required, both during the week and at weekends.

You will also clean 10 hrs a week 2 hrs Monday to Friday (term time every two weeks will need to clean on a Saturday morning and not the Friday) - time of cleaning to be agreed either early morning or between 4 - 6 pm (see separate sheet CD2- schedule of cleaning Duties).

You must be able to work responsibly and flexibly. The hours worked should be flexible, consistent with the day-to-day use of the Orpen Memorial Hall and should on average not exceed 16 hrs per week.

#### 1. Servicing

To ensure that the building remain tidy, and that all furniture and equipment is appropriately stored after use.

#### 2. Management of System

To notify the Hall Administrator of any action needed i.e., emergency lighting not working, light bulbs need replacement, broken equipment, replenishment of cleaning products etc.

#### 3. Maintenance and Safety

To ensure that the Hall Administrator is promptly informed of any new maintenance issues, defects if furniture, fittings, and equipment.

To ensure that all lights and heating are working effectively, changing light bulbs, and occasionally working at height.

#### 4. Setting Up

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

#### 5. Security

To be one of the points of contact in an emergency, responding to and liaising with the police out of hours, as needed.

To be available for the occasional call out at unsociable hours or at weekends to deal with security issues, make emergency repairs or allow access to any contractor who may be working at the Hall.

## **6. 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

## **7. General**

To understand the following:

- Fire safety regulations
- Health and safety regulations
- COSHH
- Emergency procedures
- Rules for evacuating the building.
- Health and Safety policy and the Hall's Risk Assessment

Complete timesheet and submit to the Hall Administrator for checking and onward submission to the Parish Clerk.



## W E S T B E R G H O L T P A R I S H C O U N C I L

### Orpen Memorial Hall

#### Schedule of Caretaker's duties (CTD1)

##### One-off Hirers

This procedure is required for one off hirers, who are unfamiliar with the facilities and how they work:

- Check cleanliness of booked facilities - including toilets, kitchen, tables and chairs.
- Check supply consumable items - toilet roll, soap, etc.
- Unlock appropriate doors.
- Ensure all fire exits are clear.

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

- Operation of lighting including hall and electrics, if required
- Operation of sound system, if required.
- Operation of projector and screen, if required.
- Explain kitchen and toilet facilities.
- Explain Hall heating arrangements.
- Explain disposal of rubbish.
- Location of fire extinguishers, fire action plans and emergency exit.
- Agree procedure for locking Hall at the end of booking.
- Collect and return the refundable deposit providing the Hall is left as they found it and no damage.

At conclusion of occasional hirer booking:

- Inspect facilities to ascertain all is generally in an acceptable order - any damage to be brought to the attention of the Hall Administrator.
- Ensure that all is tidy for the next booking.
- Check cleanliness of fridge and that no food has been left, that the kitchen is in a hygienic condition.
- Empty kitchen bins, if needed, but the hirer should have done this.
- Check heating.
- Check all water taps/urns are turned off.
- Close windows.
- Turn off all lights.
- Lock Hall.

Report any hirers feedback at check in/check out to the Hall Administrator as soon as possible.

##### Regular Hirers

This procedure is required for regular hirers, currently just:

1. Woman's Institute (1<sup>st</sup> Wednesday of the month x 10/11 months)
2. Colne Valley Flower Club (3<sup>rd</sup> Wednesday of the month x 10 months)
3. Gardeners Association (3<sup>rd</sup> Monday of each month x 8 months)

- To liaise with the individual groups and build up a relation on how each group operates and sets out table, chairs, and the equipment they use.
- Open up.
- Check hall, as previous.
- Set out table and chairs.
- Set up and make sure equipment is working.
- Store table and chairs back onto trolleys.
- Put away any equipment.
- Check the hirer has cleaned up, disposed of rubbish etc.
- Close so the hall is ready for the next hirer.



## W E S T B E R G H O L T P A R I S H C O U N C I L

### Orpen Memorial Hall

#### Schedule of Cleaning Duties (CD2)

This procedure to be carried out at the allotted time as agreed and to include the John Lampon Hall:

Hoover and mop the Orpen Hall internal entrance.

Hoover and mop as appropriate the John Lampon entrance hallway.

Hoover and mop the small bar area plus wipe clean sink and surfaces and passageway behind the stage.

Hoover and Mop the Orpen Hall and John Lampon Hall floors - including moving out the chair and tables as applicable.

Hoover and mop kitchen floor.

Kitchen sink, worktops to be cleaned.

Empty kitchen bin, if applicable.

Replace bin bags.

All toilet areas, including the exterior disabled toilet:

- Clean toilets, sinks, splash backs, surrounds and mirrors.
- Remove dirty handprints etc. from all door handles and doors, radiators, handrails and bins in the disabled cubicles.
- Hoover and mop toilet floors.

#### **Additional Monthly Cleans**

Wash down all tables.

Dusting: skirting boards, chair racks, plugs, light sockets, JL Hall window ledges etc.

Wash bins out.

#### **Additional Quarterly Cleans (school holidays)**

Kitchen - Cooker, fridge, freezer clean, doors.

Servery - fridge.

#### **Additional Annual Cleans - in the August School Holiday Period**

Wipes clean all chairs in JL Hall and hoover material on Orpen Hall chairs and wipe down metal frames - opportunity to do deep clean.

#### ***ALL WASTEWATER TO BE FLUSHED DOWN OUTSIDE DRAINS***

All items listed below are to be replenished throughout. They are provided by the OHMC and will need to be ordered through the Hall Administrator when getting low or broken:

- Toilet roll
- Hand towels
- Washing up liquid
- Bin bags
- Hand soap
- Hand sanitizer
- Floor cleaner
- Hoover, mop bucket, mops

The hirers have separate equipment to use.