

VISCOUNTESS BARRINGTON'S TRUST

MEMORIAL HALL CARETAKER

Job Description

Reports to: Secretary to the Trust

Baseline Duties and Responsibilities

Responsible for management and maintenance of the Hall.

1. To be the Front of House (customer facing) Caretaker for the Memorial Hall and Pavilion
 - a) To ensure that all Hall/Pavilion hirers are provided with necessary equipment and resources for their events to run smoothly.
 - b) To be responsible for the security of, and access to, the buildings. The Hall/Pavilion should be locked on days when not in use.
 - c) To ensure that all cleaning is carried out to the satisfaction of the Trust and hirers.
 - d) To be responsible for arranging and attending visits with prospective hirers
 - e) To arrange that the Administration & Hall Officer is available when the Caretaker is not on duty
2. To ensure that the Hall is maintained in good working order by:
 - a) Regular maintenance work to be planned and scheduled
 - b) Forward planning for Hall upgrades & renovations
 - c) Regular inspections to identify issues and to deal with these issues promptly
3. To be the Health & Safety Officer for the Memorial Hall/Pavilion and surroundings
 - a) To carry out all the relevant H&S checks on a regular basis
 - b) To ensure that all staff adhere to the H&S policy
4. To be the Fire Safety Officer for the Memorial Hall/Pavilion
 - a) To carry out Fire Safety Checks on a regular basis
 - b) To plan and carry out regular fire drills in accordance with best practice recommendations
5. To assist in the promotion and advertising of the Hall/Pavilion
6. To attend regular Staff and Management meetings, providing reports of the current state of the Hall and making recommendations for the future
7. When on duty to be immediately contactable at all times.

Job Detail

1. Cleaning and Maintenance

- 1.1. To manage the Hall cleaner thereby ensuring the Memorial Hall/Pavilion facilities are cleaned in accordance with the cleaning schedule and are adequately equipped before each letting.
- 1.2. To visit the Hall/Pavilion at least once during any major event.
- 1.3. To carry out Hall/Pavilion cleaning as necessary when the Hall Cleaner is not on duty
- 1.4. To manage the purchasing of routine consumables and cleaning/maintenance materials as required.
- 1.5. To ensure that heaters are operating so that adequate room temperatures are reached before lettings. During periods of frost, heating should be monitored to avoid frost damage to plumbing.
- 1.6. To carry out regular inspections to identify any maintenance issues that require attention.
- 1.7. To ensure that all equipment is suitable for use and that all defective equipment is removed.
- 1.8. To take responsibility for dealing with all defects arising in the Memorial Hall/Pavilion building, fittings or equipment and apparatus within the Memorial Hall/Pavilion. This will include liaising with suppliers and contractors as necessary. In cases of emergency or where it is felt that a decision from the Trust is required, the Secretary and/or the Chairman of the Viscountess Barrington's Trust should be contacted by telephone.

2. Customer Service

- 2.1. To meet and greet non-regular hirers upon arrival to ensure that they know where the chairs and tables are stored and understand how they should be returned once cleaned. Also to ensure that equipment is readily available, and hirers know their responsibility under the Hall's terms and conditions.
- 2.2. To ensure hirers have fulfilled their obligations under the Hall T&Cs at the end of the hire period. To deal with any issues or to report any issues to the office (dependent upon the nature of the problem). To ensure that the venues are locked at the end of a hire.
- 2.3. To show people around the Hall/Pavilion by mutually agreeable appointment.
- 2.4. To be the Designated Premises Supervisor of the Hall and as such will be required to hold a Personal Alcohol Licence for which training will be given.
- 2.5. To help and be present when weddings take place at the Hall (usually at weekends. Attendance shared with others named on the Wedding licence).

3. Other Duties

- 3.1. To be the accredited Health and Safety Officer for the Trust. To ensure relevant aspects of Health and Safety requirements are completed.
- 3.2. To comply with all requirements relating to Health and Safety, including weekly and monthly fire safety checks.
- 3.3. To carry out minor and medium level repair work relating to carpentry, electrical and plumbing work if equipped and competent to do so.
- 3.4. To inspect the grounds around the Hall and report any issues to the Secretary.
- 3.5. To be responsible for ensuring the routine maintenance and proper operation of the sound systems in the Hall.
- 3.6. To be responsible for Fire Safety within the Hall/Pavilion, ensuring that all regulations are adhered to.
- 3.7. To be responsible for day-to-day Hall/Pavilion maintenance, ensuring quotes for work are obtained, suppliers instructed, work scheduled and inspected once complete.
- 3.8. To work with the Secretary and Councillors in managing a forward plan for Hall/Pavilion maintenance and improvements.
- 3.9. To offer informed and professional advice to the trust, for example (but not limited to) regarding sound equipment and electrical developments.
- 3.10. To be the qualified First Aider for the Hall/Pavilion.
- 3.11. To manage the budgets for all items under your direct control, including but not limited to cleaning supplies and maintenance supplies, and to review expenditure against these budgets with the Assistant RFO on a quarterly basis.
- 3.12. To carry out/organise the annual PAT test (training will be given) of all portable electronic equipment at the Hall/Pavilion, and to PAT test any equipment brought in by hirers and/or suppliers as necessary.
- 3.13. To undertake other duties as directed by the Secretary.
- 3.14. The Trust recognises that the job entails a degree of disturbance to the post-holder's personal life. Therefore, to carry out the duties to the required standard and to deal with out of hours issues it is preferred that the post-holder resides on the premises. To this end, accommodation is available.
- 3.15. Hours worked are dictated by the amount of work to be completed together with any work thrown up by emergencies.
- 3.16. 40 hours per week.

Please submit a covering letter explaining why you would be suitable for the job as well as your CV to clerk@shrivenham.org by **11 March 2026**