

Anstey Parish Council

Job Description

- Post: **Hall Manager**
- Hours: 20 Hours per week
evenings Monday to Friday between 5pm and 10pm
- Salary Scale: SCPT 5-6 starting at £12.85 - £13.05 per hour
- Responsible to: The Clerk to the Council
- Duties: To be responsible for the running of two halls for hire and a meeting room, carrying out the following tasks:
- Responsible for opening up and locking down and securing the halls
 - To schedule caretaking and cleaning for opening and closing bookings
 - For setting the heating requirements for each of the rooms
 - Ensure that rooms are fit for hire, clean and ready
 - Setting up tables and breaking down for next hirer
 - Carry out health and safety checks
 - Cover for other caretaking duties at weekends

This is not a complete list of tasks to be undertaken and other reasonable tasks will be required at the direction of the Clerk.