



WAREHAM
Town Council

JOB DESCRIPTION

Title: **Town Hall Keeper**

Reporting to: **Operations Manager**

Purpose:

1. To be responsible for the custody of keys in their possession and for the security of buildings and their contents.
2. To ensure the cleanliness of the Town Council's assets, their fixtures and fittings and their preparation for hirers.
3. To inspect the building with the hirer before and after an event to agree on liability for any damage caused.
4. To make hirers aware of the fire evacuation routes, first aid provision and accident procedures.
4. To ensure that fire safety equipment is in good order and in its proper position and to ensure that evacuation routes are kept free from obstruction.
5. To notify their Line Manager of any variation to the agreed requirements on the booking form as soon as possible after the hiring.
6. To be available to work split shifts, late evenings and weekends as required, dependent on bookings.
7. To complete such paperwork, timesheets etc as may reasonably required by the Council

Duties:

1. Further to receipt of your weekly diary, open the Town Hall and any necessary rooms for the booking. Switch on appropriate lighting and heating, as required.
2. Set up tables and chairs as required for the booking.
3. Prepare the small kitchen as per the requirements on the booking form.

4. Welcome the nominated person, on the booking form, on arrival. The building should not be opened until they arrive. Explain the fire regulations, first aid provision and provide emergency contact numbers. Ask the nominated person to provide a signature to confirm that they have received and understood this important information. In addition, the nominated person is to accept responsibility for the leaving the building in a clean and orderly condition. On completion of this, the nominated person may welcome the remainder of their party into the building.
5. Return to the building no later than 10 minutes before the booking is due to end. On completion of the booking, confirm with the nominated person that there were no issues during the booking that you should be made aware of and ensure that the building has been left in an acceptable condition. Make a note of the departure time of the hirer's party and any maintenance issues that arose.
6. Before leaving the building, ensure all windows are closed, lights are switched off, external and internal doors are secured and any electrical items ie. Fans, hot water urn are switched off.
7. On the occasion where there is a double booking on the same day or a booking that is due to commence prior to the Caretaker being on duty, the communal areas and room to be hired will need to be cleaned and re-set for the next hiring. You will be provided with the necessary information by your Line Manager.
8. Make your Line Manager aware of any queries prior to, or further to, a booking, preferably by email.