

# **The Pinder Hall Cookham**

## **CARETAKER RESPONSIBILITIES**

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**1. Cleaning & Servicing:** (see appendix A below)

- a. To clean and service on a regular, planned basis to a standard acceptable to the Management Committee the Pinder Hall facilities.
- b. To ensure that the building remains tidy and that all furniture and equipment is appropriately stored after use.
- c. To monitor stocks of cleaning supplies and other consumables and to ensure that they are replenished on a timely basis

**2. Setting-up:** To assist with (as appropriate) the setting out, subsequent removal and securing after use, of chairs, tables and other equipment provided the Hall which are required by hirers of the Hall. This includes setting up for the Vernon Brown Plant Sale.

**3. Management of systems:** To manage and adjust systems and services within the hall as and when required with particular regard to:-

- a. testing the fire alarm system on a weekly basis and recording the results thereof
- b. checking the lighting system on a weekly basis
- c. assisting with the use of the sound system and checking that the component parts are present and in working order. The equipment is stored in Bank House for security reasons.
- d. ensure that an adequate level of heating is maintained and immediately inform the maintenance company/Management Committee of any problems with the system.
- e. Keep copies of fire extinguisher maintenance and other appropriate certificates in Bank House and display a copy on the internal hall noticeboard.
- f. Ensure that the First Aid kit is complete and replenished when necessary and that the Accident Book is available and filled correctly.

**4. Maintenance:** To provide general assistance with the maintenance of the Hall and in particular:-

- a. to ensure that the Management Committee are promptly informed of any maintenance issues
- b. to carry out minor repairs & maintenance as agreed with the Management Committee
- c. to liaise with contractors and workmen as agreed with the Management Committee

**5. Supervision of Premises:** To monitor, as far as is reasonably practical, regular activities taking place in the Hall to ensure that hirers comply with the Hall's 'Standard Conditions of Hire' and other statutory requirements. To closely supervise the following 'high risk' activities such as:

- a. Private Parties (discos are not allowed so as not to annoy neighbours)
- b. Activities where alcohol is involved
- c. The first booking by a new user
- d. Children's parties

**6. Bookings:** (The caretaker needs to have computer knowledge including emails and word processing)

- a. To receive and respond effectively to booking enquiries and other information requests regarding the Hall and to keep the Invoicing person fully informed of all bookings and ensure that the website booking schedule is correctly updated.
- b. To show prospective hirers around the hall, creating a positive impression of the hall and the hirer's experience.

**7. Access to Premises:** To open and close the hall at times appropriate to the booking schedule and to secure the premises (and the property therein) when the hall is not in use.

**8. Control of Keys:** To retain custody of the keys to the building. Keys may be loaned/provided to hirers or other third parties, but a log of loans must be kept and signed for by the hall user.

**9. Grounds:** To ensure the vegetation around the hall is maintained with an orderly appearance. Support for this can be given by the Management Committee.

**10. Removal of Waste:** To regularly clear away all litter and debris which accumulates in and around the Hall.

**11. Attendance of Management Committee Meetings:** The caretaker is asked to attend the Management Committee meetings which are held approximately every six weeks to two months apart and also to attend the AGM, normally in October, and report on the bookings.

**12. Finance:**

- a. Ensure that any supplier invoices are sent to the Treasurer
- b. In the case of hirers paying in cash or handing in a cheque ensure that the monies are transferred to the Treasurer

**13. Alcohol Licence**

The caretaker is the alcohol personal licensee for the hall and will be required to obtain a licensing certificate and a criminal record bureau certificate. This may be changed, as the law now allows for this to be undertaken by the committee.

**Appendix A: CLEANING & SERVICING DUTIES**

**Regular Activities when the Halls are in use (to be determined by hall bookings)**

- a) Sweep front outside, rear steps and bin area
- b) Check all toilet areas, clean facilities and floors as necessary and replenish supplies, eg toilet paper, towels
- c) Clean kitchen sinks and worktops. Clean fridges in kitchen and back of the hall.
- d) Check cleanliness of oven and clean as necessary.
- e) Dust all surfaces as necessary

- f) Sweep and clean all floors including the Hall, stage and rooms, the entrance foyer, the kitchen and the toilet areas.
- g) Ensure furniture and equipment required for each function is clean and in a serviceable condition
- h) Ensure that the boiler room is clean and tidy and that access to the boiler is not impeded.
- i) Ensure that all exit routes remain unimpeded and available for immediate use
- j) During summer months water tub plants supplied by Vernon Brown as necessary
- k) Ensure windows are clean inside and out
- l) Ensure noticeboards are neat and tidy with no out of date information.

### **Weekly Activities**

- a) Check all lights are in working order and ensure light bulbs are replaced as necessary. Contact Management Committee if necessary.
- b) Check drains are free-flowing and in working order

### **Annual Activities**

- a) Empty and clean all kitchen cupboards inside and out
- b) Wash down low-level interior paintwork
- c) Clean light fittings
- d) Liaise with blind maintenance company
- e) Liaise with boiler maintenance company
- f) Liaise with fire safety company
- g) Liaise with floor refurbishment company (every eighteen month)

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