

Village Hall Manager

Tasks

- Receive and manage bookings via phone and email.
- Set and communicate keysafe code.
- Receive payments from hirers, cash and cheques.
- Produce invoices as required.
- Liaise with hall treasurer.
- Produce and distribute booking diary (monthly) via email.
- Inspect hall (weekly), report any issues/maintenance needs to committee.
- Instruct cleaners (weekly, in person or via cleaners' book).
- Coordinate waste disposal contract, arrange extra collections when needed.
- Manage stocks of consumables (toilet rolls, paper towels, etc.).
- Attend committee meetings (6 per year).

Terms of appointment

The person appointed will be on a contract for services and will have discretion and control over the way in which the services are carried out, subject to the reasonable satisfaction of the Village Hall Management Committee. The contract will be for an initial period of a year, but either party will have the right to terminate the contract subject to one month's notice.

Payment will be monthly, and the Village Hall Committee will discuss and agree with the person appointed the maximum number of hours for which the services will be required each month.

Please contact:

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