

MARKYATE PARISH COUNCIL



Parish Office, Markyate Village Hall, Cavendish Road, Markyate, Herts. AL3 8PS
01582 842785/ 840110 clerk@markyateparishcouncil.gov.uk
Clerk to the Council: Mrs V Tilley

Job Vacancy: Weekend Cleaner/Caretaker

Main Purpose of the Job:

To undertake cleaning and maintenance of the Village Hall and Y2K Hall

Reports to:

Clerk to the Council – please use contact details above to request an application form

Hours of work and Rate of pay:

Flexible between Friday evening and Sunday, minimum 4 hours each week.

£12.50 per hour

Duties and Responsibilities:

- Cleaning, stocking and supplying designated areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc.)
- Opening and closing for hirers, showing them where equipment and cleaning materials are located, fire procedures etc.
- Performing and documenting routine inspection and maintenance activities
- Carry out heavy cleaning tasks and special projects
- Notify management of needs for repairs
- Stock and maintain supply rooms
- Follow all health and safety regulations

Person Specification:

Experience in working in cleaning and maintenance preferred.

Communication skills to take direction and relay information to hall hirers.

Attention to detail to perform a thorough job.

Adaptability and flexibility to focus on whatever tasks are necessary.

Ability to complete physically demanding tasks, including use of mechanical floor scrubber.

Integrity, reliability and trustworthiness to be left to work independently.

Working Conditions:

You may be working with chemicals or hazardous material (cleaning supplies)

You may be required to work occasional early mornings and/or late evenings

You may be required to stand for long periods of time

You may be required to lift more than 25 kg

The above is not an exhaustive list of duties, and you may be expected to perform different tasks as necessitated by the different types of hall hirers.

Closing date:

Sunday 26th January 2025