



The Parish of Kingswood

We are a church family that seeks to share the love of Christ with the community here and worldwide.

Lower Kingswood Church Hall

Job Description: Church Hall Manager

POSITION REPORTS TO: Church Hall Committee of the Parish of Kingswood Parochial Church Council

Summary of the position

- To oversee the running of the hall, in particular hall bookings
- To provide a positive experience for all hall users
- To ensure that the village hall is an attractive property for hirers
- To open and close the Village Hall for occasional hirers as required both during the week and at weekends
- To provide access to the Hall where required for contractors, deliveries or other users as agreed with the Church Hall Committee both during the week and at weekends
- To maintain the cleanliness of the village hall and deal with running repairs and maintenance
- To identify significant maintenance and improvements needed
- To maintain the security of the hall
- To be a member of and report to the Church Hall Committee at its meetings.

Responsibilities

1. General:
 - To work with the Church Hall Committee to provide a positive experience for all users of the hall
 - To be the primary contact for all enquiries
2. Bookings:
 - To manage the bookings process for the hall, responding to enquiries by phone or email
 - To show prospective hirers around the hall, creating a positive impression of the hall and the hirer's experience
 - To ensure the booking process is streamlined, and operates efficiently
 - To keep records of all confirmed and potential bookings and share this with the Church Hall Committee as required
3. Finance:
 - To ensure all monies received from hall bookings are passed to the treasurer within 1 month of receipt

- To maintain a record of all receipts and expenditure for the hall, for approval by the treasurer
 - To produce a monthly account for expenses for payment by the treasurer
4. Cleaning & Servicing:
- To clean and service on a regular, planned, basis and to a high standard, the facilities and floors of Church Hall as specified in the attached Schedule
 - To ensure that the building remains tidy and that all furniture and equipment is appropriately stored after use.
 - To monitor stocks of cleaning supplies and other consumables including First Aid supplies and to purchase replacements to ensure that they are replenished in good time.
5. Setting-up:
- To assist with (as appropriate) the setting out and subsequent removal and storing after use, of chairs, tables and other equipment provided in the Hall.
6. Maintenance:
- To ensure that the Church Hall Committee is promptly informed of any new maintenance issues.
 - To arrange annual PAT testing of all electric equipment.
7. Supervision of Premises:
- To monitor the activities in the Hall to ensure that hirers comply with the Hall's Conditions of Hire and other statutory requirements.
 - To open and close the Hall at times appropriate to the booking schedule, to provide access to contractors, deliveries and other third parties as agreed with the Church Hall Committee, both during the week and at weekends and to secure the premises when the Hall is not in use.
 - To retain custody of the keys to the building. Keys may only be loaned/provided to hirers or other third parties following the signing of the hirers' agreement and receipt of payment.
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DRAFT SCHEDULE OF ATTENDANT'S DUTIES

This schedule is to be reviewed regularly by the Hall Manager and the Church Hall Committee so that it contains an accurate schedule of the duties required.

BOOKINGS

Before each booking

1. Check cleanliness of booked facilities, including toilets, kitchen, tables and chairs.
2. Check supply of consumable items – toilet rolls, soap, paper towels, etc.
3. Set heating to required level (if needed) half an hour before booked time.

At booked time – this procedure applies only to first time hirers who are unfamiliar with the facilities and how they work.

Meet hirer at the time of their booking and inform them of the following:

1. Explain kitchen and toilet facilities.
2. Explain Hall heating arrangements.

3. Location of fire extinguishers and emergency exits.
4. Agree procedure for locking Hall at the end of booking. At

conclusion of booking

1. Inspect facilities to ascertain all is generally in an acceptable order – any damage to be brought to the attention of the Church Hall Committee and the hirer.
2. Ensure that all is tidy for the next booking, particularly after late Saturday booking.
3. Check cleanliness of fridge and that no food has been left, and that the kitchen is in a hygienic condition.
4. Empty kitchen bins and washroom bins.
5. Switch off heating.
6. Check all water taps are turned off.
7. Turn off all lights.
8. Lock Hall.
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CLEANING

1. The following areas should be kept clean as necessary:
 - All toilet facilities, including floor, tiles and mirrors
 - Kitchen
 - Tables and chairs
 - Check that all consumable items (toilet rolls, soap, paper towels etc.) have been replaced.
2. Weekly
 - Clean tiles, doors and walls in kitchen.
 - Clean off any marks on other walls
 - Clean and polish floors
 - Disinfect internal drains in toilets and kitchen
 - Dust window ledges
 - Sweep around front and emergency exits
3. Monthly
 - Check operation of all electrical and mechanical equipment
4. Six Monthly
 - Clean out kitchen cupboards.
5. Annually
 - Check inventory with the Management Committee.

CONDITIONS OF SERVICE

1. The Church Hall Manager will be contracted to provide services and will not be an employee of the Parochial Church Council
2. The post will be temporary for 1 full year from the date of commencement of employment. Extension subject to performance.
3. The post is part time at an average of 5 to 10 hours per week paid at £10.00 per hour.
4. Payment is made monthly by bank credit transfer.
5. The appointment will be subject to:
 - i) Criminal Records Bureau Disclosure check.
 - ii) Satisfactory medical clearance.
 - iii) Satisfactory references. References will be sought from your current or most recent

employer and additional references may be requested.

iv) Successful completion of a 6 month probationary period

6. Leave entitlement is subject to negotiation.
7. The Kingswood Parochial Church Council, as your employer, believes in the principles of solving industrial relations problems by discussion and agreement. For practical purposes, this can only be conducted by representatives of the employers and of the employees. If collective bargaining of this kind is to continue and improve for the benefit of both it is essential and that the employees' organisations should be fully representative. You have the right to join a trade union and to take part in its activities.
8. The Kingswood Parochial Church Council is an Equal Opportunities employer and welcomes applications, irrespective of race, sex, marital status, disability, religion, age, sexual orientation or political belief.
9. 7. The Kingswood Parochial Church Council requires one month's notice in writing to the post holder's intention to terminate employment.

NOTES

1. Candidates related to any member of the Church Hall Committee or to the holder of any senior post must make a declaration to that effect.
2. Canvassing directly or indirectly will disqualify.
3. Please note that receipt of your completed application will not be acknowledged, unless you provide a stamped addressed envelope for the purpose.
4. If you are not invited for interviews within 30 days of the closing date for receipt of applications, you may assume that you have been unsuccessful and that the post has been filled.
5. Please do not send testimonials or references as these will not be returned. Referees will be contacted directly.