



**Catcliffe Parish Council  
Catcliffe Memorial Hall  
Old School Lane  
Catcliffe  
Rotherham  
S60 5SP  
01709 837550  
catcliffecouncil@gmail.com**

**Vacancy: Caretaker  
Hours: Potentially 37.50 (Monday to Sunday)  
Salary: £17,200 per annum  
Annual Leave: 20 days per annum  
Closing Date: Monday 23<sup>rd</sup> October 2017**

Catcliffe Memorial Hall is a wonderful community venue for the village of Catcliffe and surrounding area which has recently been renovated by Catcliffe Parish Council. The hall provides an ideal venue for every occasion, including meetings, wedding celebrations, dances and a host of other social and commercial events.

We are seeking to appoint a Caretaker to deliver high quality, efficient, customer focused caretaking and cleaning services.

Initially the working hours are dependent on hall bookings and may not equate to 37.50 hours per week. A timesheet will be provided to record hours payable.

Key responsibilities include:

- Opening and closing of the buildings for bookings.
- To clean, after each letting all general areas, toilets and office.
- To prepare rooms and provide lettings support for users of the building.
- To deal with contractors and deliveries.
- Basic maintenance, inspections and record keeping of the premises and equipment.
- To organise, replenishment of consumables and ensure adequate stock of cleaning and hygiene supplies.
- To maintain the garden area and car park surrounding the hall.
- To carry out litter picking duties in Catcliffe and local area as and when required.
- To carry out weekly visual checks and keep a record of all play equipment.

Desirable knowledge and skills required:

- Experience in delivering high quality, efficient, customer focused caretaking services.
- Ability to work well with other members of the team.
- Possess excellent communication and organisational skills.
- Flexible 'can do' attitude as the role will carry 'on call' and unsocial hours responsibility.
- Self-motivated with the ability to use your own initiative.

For a full job description and application form please contact the Clerk:

Mrs. Sarah Youngman  
Catcliffe Memorial Hall  
Old School Lane  
Catcliffe  
Rotherham  
S60 5SP  
01709 837550  
catcliffecouncil@gmail.com