



STOTFOLD TOWN COUNCIL RECRUITMENT – JOB DESCRIPTION

KEY HOLDER – EVENINGS MEMORIAL HALL

As the evening keyholder for the Memorial Hall, you are required to attend the building to open and close rooms hired – arriving no more than 10 minutes before the stated hire time to check over the room for condition and suitability for hire, and no earlier than 10 minutes before the stated end time to ensure hirers leave on time, and check the condition of the room before receiving it back from the hirer, and ensuring that the room is hireable for the next booking.

Hirers are subject to facilities conditions of hire, and you are responsible for ensuring that they are adhered to during their hire period. A copy of the current conditions are attached.

You are responsible for ensuring that the building is not left unoccupied, and that it is securely locked at the end of the last hire session.

Hours are to cover bookings of the rooms within the building, as per weekly issued rota, between the hours of 6.00pm to 12.30am Monday to Friday, and alternate weekends between 9.00am to 12.30am for both days. You will also be added to the call-out list for emergencies – shared with the cleaner/caretaker for the building. Holiday/sickness cover for the cleaner/caretaker will also be required.

Bookings can vary from week to week, throughout the year. You are paid regardless of whether you do more or less, for example during the summer when many of our hirers take a break from hiring during the school holidays.

Monthly salary will be £205.92 (£7.92/hr), payable on the 20th of each month by bank transfer.

Our holiday year runs from 1st April to 31st March and your holiday entitlement is 5.6 weeks pro rata (of your 6 hour weeks).

We are looking for a conscientious and flexible person, who can present a friendly face of the Council, whilst ensuring that Council's assets and interests are protected.

The position is to start at the beginning of March, or as soon as possible thereafter.

Thank you for your interest in this vacancy, please submit your CV and a covering letter marked 'Recruitment – Memorial Hall' to Mrs Kate Elliott-Turner, Town Clerk, Greenacre Centre, Valerian Way, Stotfold, SG5 4HG, or email enquiries@stotfoldtowncouncil.gov.uk by Monday 19th February 2018