

Beechen Hall

Community Hall and Events Venue

01634 861237

Part-time Caretaker Required **Beechen Hall, Wildfell Close, Walderslade ME5 9RU**

Package is **£8.91ph (weekdays) £14.39 ph (weekends)**

(based on average hours worked) + on-call allowance and paid holiday cover

Are you a Cleaner/Caretaker looking for a new challenge? We are currently recruiting for a part-time caretaker to join our small team here at Beechen Hall.

Beechen Hall is a bright, modern and popular community hall. It is regularly used Monday-Friday by a wide range of children's and adult clubs and at weekends is available to hire for birthday parties, engagements and wedding receptions.

This position is on a part-time basis covering an average of 12 hours per week including weekends, worked on a rota system.

Desirable attributes;

- **Experience of cleaning large premises**
- **A good standard of communications skills**
- **Experience of providing a service to the public**
- **Health and Safety awareness**
- **General practical DIY skills**

When on duty you will be required to open and close the hall. During weekdays you will carry out general cleaning and some light maintenance duties as and when required. At weekends you will meet and greet clients at the start and close of their event.

You will need to ensure the hall is maintained to a high standard at all times. Experience of using commercial floor cleaning machines would be desirable, but not essential as full training will be provided. A full driving license is essential.



Please post/email your letter and CV to us here at Boxley Parish Council.

✉ assistant-clerk@boxleyparishcouncil.org.uk

Further information can be obtained by contacting Melanie or Daniela ☎ **01634 861237**

www.boxleyparishcouncil.org.uk