

**OLD STRATFORD  
COMMUNITY HALL**

**Job Specification for Relief Caretaker**

**Required to cover one day off per week and holiday cover  
for the full-time Caretaker/Manageress.**

The one day off per week is a **Thursday**. You will be required to be on call all day, but only needing to work for 2 hrs during the day to open/close for regular groups using the Hall and some light cleaning duties. On an ad-hoc basis additional help may be required to cover busy weekend functions.

**Holiday Cover:**

This is **32 days per year**, to be planned in advance with the Caretaker/Manageress. This will include some evening and weekend work to cover functions already booked in. You will take on most of the responsibilities of the Caretaker/Manageress, as outlined below:

- Opening and closing of the premises for various groups and functions when booked, as well as setting up the Hall as required for functions.
- General cleaning duties, especially after functions.
- Responding to phone calls regarding booking queries.
- An hourly rate of £9.50 effective from April 2022. Please note, during 'full' holiday cover you may be required to work up to 25 hours per week.

This position would ideally suit somebody local to the village to allow for quick access to the Hall when needed.

**If you are interested in this position, please contact the Hall on  
01908 307461 to arrange an interview.**