



Hall Assistant Job Description

1. To cover shifts in the halls as agreed by the Facilities Officer.
2. To clean specified areas in accordance with the cleaning rota provided by the Facilities Officer from time to time, including the Kirk.
3. To operate the cleaning equipment in accordance with the instructions provided.
4. To dilute, use and store the cleaning materials as instructed and ensure all consumables are well stocked.
5. To collect and remove waste/rubbish from work area to collection points as directed.
6. To clean, maintain and store equipment as instructed.
7. To ensure that the hall property is opened and securely closed on a daily basis, as required.
8. To ensure that the hall property is at all times in a fit and usable state, that each area is available and set out, as specified and agreed with the individual users, and is clean and tidy following each period of use.
9. To ensure that furnishings, kitchen equipment, toilet supplies, electrical goods, lighting, sound and communication equipment are available, accessible and in a proper condition to meet the agreed requirements of users, and to advise the Facilities Officer of any shortfall.
10. To ensure compliance with the Health and Safety Policy. To identify any matters and issues that are considered a risk to the health and safety of property users. To act on these risks, advising the Facilities Officer of the nature of the problem and action taken.
11. To review and respond to all incoming email, texts and telephone calls received at the hall office, highlighting any urgent items with the Facilities Officer. To assist in the maintenance of the halls' diary on Excel or such other system as may be used. To liaise with the Church Secretary on raising invoices and to carry out other administrative tasks as may be required.
12. Report concerns with the buildings or persons within, to the Facilities Officer.
13. Comply with instructions relating to security and confidentiality.
14. Carry out such additional duties as may reasonably be requested from time to time.
15. As this position involves working alongside children, young people and the vulnerable, the post requires PVG clearance.