

**SAPCOTE RECREATION GROUND MANAGEMENT COMMITTEE (SRGMC)**

**JOB VACANCY**

For a

**CARETAKER and BOOKING CLERK**

Owing to the impending retirement of the current post holder, a vacancy exists for a caretaker and Bookings Clerk to oversee the management of lettings and to ensure that a clean, safe environment is maintained within the Sapcote pavilion and the sports changing rooms.

In brief, this position involves the following duties:-

- To be the first point of contact for hirers
- To ensure all users are issued with the SRGMC's hire agreement documents
- To open the pavilion, to show and explain facilities for single-use hirers
- Receiving payments from single-use hirers
- To act as official key-holder for any official call-outs which may arise
- Keeping a diary of all lettings
- Recording the issue and return of keys
- Invoicing all bookings
- Working closely with the committee's treasurer
- Undertaking security, safety and risk assessment requirements
- Maximising the efficient working of heating/air conditioning
- Responsibility for cleanliness of the premises and the work of the cleaner
- Organising, in consultation with the committee, any repairs required
- To be available for visits by external contractors as necessary
- To attend the monthly SRGMC committee meetings
- The ability to communicate by email

There are no set hours as duties are entirely flexible to fit into the holder's own commitments or other employed duties. The post attracts a payment of £100.00 per month. The holder is required to submit a monthly invoice to the committee on a self-employed basis. The post is suitable for a person who, ideally, lives in the village, perhaps a retired person, or someone who is currently in employment but is able to fulfil adequately all of the above duties.

There are no formal application forms. Those interested should write a short letter of application which details name, address and phone contact number, together with some indication of suitability or any experience which may be of relevance to this post. Applicants must give the names of at least one referee to whom we may refer.

Letters of application should be sent by email to:-  
Ann Newman: Secretary SRGMC: at the email address of:-  
[stewart.newman1@ntlworld.com](mailto:stewart.newman1@ntlworld.com)

Closing Date: 5.00pm Friday 11<sup>th</sup> September 2020