

Occasional Part-Time (Casual) Louie Memorial Pavilion Caretaker and Associated Duties

Reporting to:

The Parish Clerk (your Line Manager) on all matters in relation to the structure of the pavilion and any issues in relation to the play equipment and the playing fields/copse.

The Chairman of the Louie Memorial Pavilion on any issues regarding the day to day running of the pavilion.

Working Hours

As required to provide holiday and sickness cover. Hours vary depending on the season.

Duties:

a). Louie Memorial Pavilion

Visit the Pavilion at least three times a week and to undertake any minor maintenance work, safety checks and evidence of any break-ins. Liaise where necessary with the Louie Memorial Management Trust in relation to day to day issues. *(If a break-in is discovered immediately contact either the Parish Clerk, the Chairman of the Recreation and Amenities Committee, the or the Chairman of the Louie Memorial Pavilion Management Trust)*

b). Electrical Certificate (3 yearly) and Annual Fire Extinguisher Checks

Liaise with the Parish Clerk when these need renewing and be available at the pavilion to allow for the inspection work to be undertaken by a qualified electrician.

c). Main Hall and Kitchen

Keep the main hall and kitchen tidy.

d). Football Changing Rooms

i). Liaise with the Louie Memorial Pavilion Management Trust (LMPMT) about hire of the pitch and game dates.

ii). Agree with the LMPMT the necessary arrangements for opening and closing of the pavilion on match days.

iii). Line marking of the football pitch will be undertaken by the LMPMT.

iv). After each football match clean up (sweep through) changing rooms and the showers.

e). Football Line Marking Equipment

This will be provided by the LMPMT.

f). Showers

Check annually the showers floor covering and if necessary repaint the floor covering. Materials will be provided by, or costs re-imbursed by, the Parish Council.

g). Outside Playing Field Activities

MUGA

i). Sweep through the MUGA on a regular basis and remove litter and stones etc.

If equipment is found faulty, please notify the Chairman of the Recreation and Amenities Committee and the Parish Clerk immediately.

ii). Once a year make arrangements for the MUGA surfaced to be power washed to avoid plant life taking hold and damaging the surface, by contacting either the Chairman of the Recreation and Amenities Committee or the Parish Clerk.. The cost of the work will be paid for by the Parish Council

Trim Trail

Maintain as necessary.

Children's Shelter

Clean out the shelter at each visit as this area causes the Parish Council problems as it regularly attracts groups of people who leave large amounts of litter, glass, cans etc.

Grass/Weed Strimming

- i). Strim around the Pavilion building for long grass when necessary.
- ii). Strim along the 'Lower' playing field inner car park fencing at least once a year.
- iii). If necessary strim along the MUGA outer fencing and trim trail equipment.

Litter Picking

On each visit please check for litter in the Lower Playing Field Children's Play area, the 'Lower' car park, including the copse paths and the remainder of the Lower field, the Upper Playing field, its play equipment areas, including the children's shelter. When walking both fields look for any other safety hazards and if found *immediately inform the Chairman of the Recreation and Amenities Committee and the Parish Clerk.*

h). Play Equipment Safety Checks etc.

Once a week undertake the required ROSPA Safety Checks and complete the ROSPA Report Form and return to the Parish Clerk on a monthly basis. If there are any problems please contact the Parish Clerk immediately to discuss the next course of action.

i). Defibrillator – Checks

Care and Maintenance

Weekly

- A visual check to ensure the Status Light is green and an operational check to ensure the lock is functioning correctly.

Monthly

- Wipe the surface of the lock with a dry cloth to remove any surface moisture. If there is a build-up of dirt use WD40 to remove this.
- Check for excessive condensation or water on floor of cabinet.
- Clean the outside and inside of the cabinet using a hard surface cleaner.

Annually

- Using WD40 or similar spray the lock latch and keypad, especially around the buttons and knob of the handle. Push each button followed by 'C' (clear) 2 or 3 times and 1 final test of the code to ensure it is working properly.

j). Arnold Road Bus Shelter (NHPC Owned)

Clean out once a week and disinfect when necessary.

k). Other Duties

Any other reasonable duties as requested by the Parish Clerk.