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# Job Description - Part Time Warden

### General

* 1. Promote the use of the Community Facilities for the benefit of the local area.
  2. Act as a link between the associations that use the Centre and the Management Committee.
  3. A link between the school’s governors, the centre’s managements committee, the school’s head.

### Management

* 1. Undertake the role of secretary to the Centre’s Management Committee:

1. Keep minutes of the committees.
2. Call meetings according to the committee’s wishes.
3. Deal with administrative and managerial issues that arise from the meeting.
   1. Advise the Centre’s Management Committee regarding the following:
4. Rights and responsibilities of the committee in relation to the Governing Body.
5. Statutory requirements e.g. fire regulations, health and safety acts, health and hygiene, licences.
6. Buildings, land and equipment

* maintenance
* safety and safeguarding

#### C. Hiring

1. Inform the caretaker about the hirer’s requirement.
2. Arrange to book hirers into relevant rooms.

### D. The Caretaker

1. Manage and allocate duties to the caretaker within the boundaries of his work contract.
2. Ensure that the duties are satisfactorily completed according to the requirements.

**\*Definition of community facilities:**

Hall, Extension, Snooker Room, Changing Room, Centre’s Kitchen, Multi Use Playing Area.