



## **VACANCY**

### **Village Hall Manager**

The Village Hall Committee is looking for a Manager to assist with the upkeep of the Village Hall.

The role would be ideal for someone based in Medbourne with a few hours to spare each month. Briefly the role comprises:

- regularly checking the interior of the Hall
- ensuring it is clean, safe and adequately equipped between each booking
- dealing with minor issues where possible and reporting larger ones to the Committee
- checking the defibrillator is functioning properly once a month
- reporting to the Committee at their monthly meetings

The caretaker may also be required to ensure the Hall is locked and secure when not in use and occasionally show prospective users around.

The role is remunerated according to hours worked.

If you are interested in the role or would like further information, please telephone any one of the following Committee members:

Karl (Chairman)	07971 952474
Amy (Secretary)	01858 565144
Carolyn (Treasurer)	01858 565419