

St. Mary's Sprotbrough Hall & Stable Caretaker Function

Job description

To provide a Caretaker/cleaner function to the Church hall and Stable under the control of St Mary's Parochial Church Council (PCC) at Main Street, Sprotbrough. The overall duty is to maintain an excellent facility (which is used by church goers and non-church goers) as a focal point to all hirers.

1. Unlock the Hall & Stable as required for non-keyholders and conduct the pre & post hirer checks as per checklist. Each unlocking/locking is regarded for payment purposes as one hour. Ensure the hirer is clear about the end time of their booking.
2. Perform cleaning of the main hall, corridors, kitchen, toilets in the Church hall and the Stables. Personal protective clothing and equipment will be provided.
3. Conduct weekly fire safety checks and fire alarm testing. Training will be given.
4. Programme heating system for the week. Training will be given
5. Ensure the smooth running of the buildings and grounds, generally keeping everything clean and tidy. If remedial works are minor, Caretaker to undertake, i.e. minor food spillage on chairs. If more considerable works are required the PCC Rep. is to be notified accordingly and the hirer.
6. Check that the conditions of hire are observed and comment to the Churchwarden accordingly.
7. In the event of any unsatisfactory behaviour by any user or non-user in the hall, stable and grounds, notify the Police / churchwardens / as appropriate.
8. If the audio-visual system is needed, set it up and show the hirer how to use it. Check all equipment has been returned & lock away after the booking.
9. Liaise with the Bookings administrator by email or phone.
10. Sign in and out on the sheet provided.
11. Meet the Churchwarden monthly and submit Caretaker reports and invoices.
12. Ensure the spotlights in the car park are activated if there is a booking during the hours of darkness.

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Personal Capabilities & Conditions

13. Must be capable of working alone and offering good customer care to the hirers.
14. Have a practical bias to undertake duties noted on the Caretakers check sheet.
15. Resourceful.
16. Have own mobile phone for contact purposes. The contact phone number is displayed at the premises and on noticeboards.
17. The role is undertaken on a self-employed basis. The PCC pays all invoices monthly normally within 1 week of their submission.
18. Payment will be £62.00 per week for 5 hours, with extra payments of £15.00 per extra openings (above 1) by non-keyholders. Any extra time is paid at £12.50 per hour for minor repairs and must be pre authorised by the Churchwarden.
19. No payment is given for time or car mileage to and from the hall & stable area. Mileage is payable at 45p / mile on preauthorised car use by the PCC Rep.
20. The PCC anticipate the person undertaking this role will not be available 52 weeks of the year. To manage this effectively, the Caretaker is required to give at least 4 weeks' notice when they cannot undertake their duties to allow alternative cover to be arranged. Please note, no payment is made during these periods.

(updated February 2026)