

**Position: Caretaker/Handy Person – Permanent (6-10 hours per week)**

Providing excellent facilities to host a variety of scheduled private and community focused activities, celebrations and parties, Great Denham Community Hall are looking to recruit committed Caretaker/Handyperson to join their current team. You will be supporting the effective, smooth running of the centre by ensuring its security, safety and general up-keep are routinely maintained.

This will include opening-up the centre and making it safe for public use and attending to any repairs and maintenance where needed. Often working on your own initiative, the ideal candidate will need to be responsible, self-motivated, hard-working and adaptable to meet the Centre's needs.

The post will require early morning and weekend work, as well as a physical element of setting up and packing away furniture. The post holder will therefore need to have a flexible approach to work and be able to manage the practical demands of the role.

If you would like to join this dynamic team to help continue to deliver high quality services to hirers, please email [manager@greatdenhamcommunityhall.co.uk](mailto:manager@greatdenhamcommunityhall.co.uk) to request a copy of the full job description. You will then need to submit a copy of your CV, along with an overview of how and where your relevant work experience meets the essential criteria.

**Closing date: 20<sup>th</sup> November 2017**

**Interviews: 27<sup>th</sup> November 2017**

