



**Job Description: Hall Supervisor x 2 (Job Share)**

**Reporting to: Great Denham Community Hall Trustees (designated person)**

**General Requirements:**

1. The Hall Supervisor will be the first and last contact person in a typical hall rental relationship with our hirers, and as such will be representing Great Denham Community Hall (GDCH) in managing such a relationship with each and every hirer.
2. Reporting to the GDCH Trustees (directly or through any designated contact person), he / she will provide a summary of rental contracts, deposits held and refunded, the revenue derived from each rental contract, by the seventh business day following each month end, in a soft copy format approved by the Finance Committee of the GDCH.
3. Speak positively of the charity and assist in developing and maintaining positive relations with its customers, and community residents to enhance the Charity's mission.
4. The person must be congenial, well organised, and flexible; people orientated, and present a professional image for the community.

**Duties and Responsibilities**

5. Assist the Trustees to review and maintain up-to-date hall rental policy;
6. Organise key/card/other distribution to members and users of the building.
7. Work with and supervise part-time and volunteer workers to help set up larger functions.
8. As the hall will open at 08:00 and close at 22:00 (later in some instances) Coordination for ensuring the hall is promptly opened and securely closed will be required through use of part-time and volunteer workers either by personal visits to site or by a remote operation agreed with GDCH Trustees.
9. Maintain an up-to-date hall rental calendar.
10. Respond to enquiries (phone calls, voicemails, emails, or any other method.) work with others on marketing the hall.
11. Coordinate and show the hall to prospective hirers.
12. Be the point person for any communication with prospective hirers to respond to additional information requests questions and/or report to GDCH Trustees for further handling.
13. Coordinate with committed renters and ensure the authorised hire agreements are correctly and accurately completed.
14. Verify that all required documentation is provided in advance of the event (including Liquor License (when required), Insurance, risk assessments, Disclosure & Barring Service (DBS) if children's groups etc.).

15. Prior to any hall rental and the issue of keys and/or access cards/other:
  - Receive initial deposit and payment, and damage deposit.
  - Perform pre-event inspection of the hall with the hirer, and provide them with a duplicate copy of the inspection.
  - Co-ordinate with the Hall Repair/Maintenance Person and/or the GDCH Trustees to affect repairs or maintenance if any un-safe circumstance is uncovered. Ensure the agreed to resolution is documented in the pre-event inspection provided to the hirer.
16. After the hall rental:
  - Perform post-event inspection of the GDCH hall with hirer, and reconcile any damage observed that is attributable to the hall rental event.
  - Return damage deposit if no damage to the facility occurred.
  - Fill out incident report and submit to Finance Committee designated person for partial refund of damage deposits, if damages occurred.
17. Scan all cheques, and receipts for cash, to forward to the treasurer and/or bookkeeper on a weekly basis or provide a nil report to the treasurer and/or bookkeeper if no deposits are made in any week.
18. Provide a duplicate numbered receipt to the hirer when any amounts are paid in cash.
19. Coordinate with the GDCH Trustees as required for the completion of larger repairs and/or maintenance issues.
20. Perform small repairs and/or maintenance in a competent manner, as he/she is comfortable and confident of doing.
21. Attend meetings as necessary from time to time, at the request of the GDCH Trustees.
22. Coordinate cleaning on a suitable schedule to ensure facility is in an acceptable condition for continued hire, including checking the toilets for supplies prior to a rental.
23. In consultation with the GDCH Trustees, arrange for required hall inspections including, but not limited to fire safety, etc.

### Remuneration/ Terms of Employment:

24. Remuneration for this position will be based on each job share holder performing 25 hours per week. Starting Salary £225 per week per job holder.
25. If there are out of pocket expenditures itemised receipts are to be submitted with monthly reports for reimbursement.
26. The term of the agreement is 1 year, renewable by the GDCH Trustees, except that:
  - The position will have a 3 month probationary period, during which the GDCH Trustees may terminate the services of the job holder with 7 days' notice.
  - Either party may terminate the agreement with 30 days' notice, with or without cause.
  - GDCH Trustees can terminate the agreement immediately with cause.

