



PEMBURY VILLAGE HALL MANAGEMENT COMMITTEE
49 High Street Pembury Kent TN2 4PH
07983 228181
Charity No:280265

Job title: **PVH Booking Manager**

Summary: **Manage the village hall bookings, utilities and cleaning for PVHMC**

Duties and responsibilities:

Bookings

- Manage the booking system using the diary and the PVH mobile phone.
- Respond promptly to emails, phone calls and text messages.
- Issue booking forms to both regular and occasional users of the hall.
- Ensure that all users understand the Rules and Regulations for Hire.
- Record hall & meeting room bookings in a diary publish a weekly programme.
- Ensure that the hall and meeting room are fully utilised with no duplications.
- Provide keys for regular users and issue the key code to occasional users.
- Check condition of the hall regularly, especially before and after private parties.

Utilities

- Ensure the heating, lighting, air flow system, toilets and kitchen equipment all work properly; arrange regular services and urgent repairs when necessary.
- Ensure that regular fire alarm and electrical safety tests are carried out.
- Monitor the overall condition of the village hall buildings including the hall floor; arrange regular and ad hoc maintenance work (estimated at under £1k) as required.
- Develop a forward programme of maintenance projects (estimated at over £1k) for consideration by the Trustees.

Cleaning

- Oversee the work of the hall cleaning contractor and the window cleaners.
- Maintain stock of cleaning materials and toiletries [from KCC Supplies].
- Ensure the hall is kept clean and tidy and left clean and tidy after hire.
- Take refuse to the recycling centre if hirers fail to remove it themselves.

Meetings

- Attend weekly liaison meetings with the PVH Finance Manager.
- Attend quarterly evening meetings of PVHMC and intermediate meetings with the Chairman and Vice-Chairman as required.

Other duties

- Carry out the main duties of the PVH Finance Manager during holidays or sickness in order to ensure as far as possible that we provide a seamless service to our customers.
- Carry out any additional tasks as required by the PVHMC.
- Comply with the regulations of the Charity Commission Scheme.