



Holme Pierrepont Parish Council & Gamston

Chair - Gary Arkless

LOCAL JOB OPPORTUNITY

BOOKINGS CLERK & CARETAKER FOR GAMSTON VILLAGE HALL, OLD TOLLERTON ROAD, GAMSTON, NG2 6NX

Holme Pierrepont & Gamston Parish Council is looking for a responsible local person who can work flexibly to manage current and prospective bookings of the Village Hall and perform the Caretaker role. They need to live locally and the role will include; Opening and closing the hall, Completing/Checking Booking forms, taking payment, dealing with related issues, showing prospective users around. Enquiries are often by email. The Hall is relatively easy to clean. One off Hirers are required to clean before they leave, the Caretaker is required to check that this is done to an acceptable standard.

Pay £10.75 per hour.

30 hours per calendar month.

Hours worked are determined by the frequency of use of the hall and vary from day to day, week to week, but average 30 per month.

Role reports to the Parish Clerk. Please contact them to register interest in the position by Sunday 16th January 2022 on 07432 620 204 or by email at clerk@holmepierrepontandgamstonpc.org.uk