

## Halls Bookings and Maintenance Manager, March 2023

### Brief Role Description

Reports to the Team leader of the Halls/Recreation Club Subcommittee

Works with the Halls/Recreation Club Subcommittee to ensure smooth running of the two halls

Acts as the contact point for hall enquiries, Northern Beaches Council, the energy provider and others regarding issues that arise

Oversees and liaises with the hall cleaning contractor

Checks halls and Catherine Park assets, including safety equipment, water tank level and grass mowing, and reports maintenance issues to the SIRA Committee and Northern Beaches Council

### Detailed Role Description

Liaises with designated person on Halls/Recreation Club Subcommittee

Acts as a contact point for hall enquiries, Northern Beaches Council, the energy provider and any other issues that may arise

Checks the quality of cleaning done by the cleaning contractors, per the Cleaning Schedule, and approves invoices. (Note: Cleaners must carry their own business insurance and provide a current Certificate of Currency)

Checks that the contractor cleans internal high windows in main Hall space and if not, liaise with the person appointed to do the cleaning or report to NBC if necessary.

Liaises with hall cleaner to ensure that consumables, such as toilet paper and cleaning products, are adequately stocked.

At regular times, checks hall assets and equipment, and reports to the SIRA Subcommittee in a timely manner any loss or damage, repairs, maintenance or replacement of items required.

Equipment includes tables, chairs, refrigerators, microwaves, kitchenware, sound system, air conditioner and remote control, cables, speakers, projector, projector remote and screen

Monitors level in emergency water-filled water tank monthly (red float device on side of tank) and orders water when tank is less than ½ full.

Checks that rear Fire Exit door is not obstructed to allow safe passage in an emergency

Ensures privacy of all personal information collected during bookings and operation of the halls for the purpose of administering the affairs of SIRA and communicating with members

### Northern Beaches Council Responsibilities

Building repairs - contact Council's Customer Services Centre to inspect and rectify

Cleaning of external windows and Roof and gutter cleaning - carried out on a monthly basis

Catherine Park grass mowing - carried out on a six-weekly schedule, weather depending; special holidays, e.g. Australia Day cricket, may require a special request

Catherine Park barbecue cleaning – carried out on a fortnightly basis