



**Job Description:** Village Hall Keyholder  
**Reporting to:** Clerk to Lymm Parish Council  
**Role Summary:** To ensure the Village Hall is safely locked up and opened in line with the bookings schedule

**Lymm Parish Council is an active, energetic and visionary Parish Council delivering activities and providing support for Lymm in the areas of Planning Development, the Natural Environment, maintaining and running the Village Hall, a grant scheme, festivals, events and more.**

### **Principal duties:**

- Open the village hall for the first bookings of the day
- Lock the village hall following daily bookings
- Carry out the necessary fire safety checks and recordings
- Set up and clear away the rooms for bookings as necessary
- Ensure the hall is safe and secure, reporting any issues to the relevant person or authority
- Support the smooth and safe running of the village hall
- Provide utility meter readings on a regular basis
- Other tasks as necessary

### **Other information:**

- The village hall operates 7 days a week and the successful postholder will be asked to work up to 7 days each per week
- Evening and weekend work will be required
- Training will be offered to enable the successful candidate to develop and progress
- Job share will be considered

### **Attributes, Behaviour and Attitudes**

- Honest, trustworthy and reliable, with strong self-motivation
- Exceptional timekeeping
- Good with people and a problem solver
- Able to move tables and chairs and set up equipment as necessary