



Stratford-upon-Avon Town Council

**JOB DESCRIPTION**

**Post Designation:** **Event Supervisor and Town Hall Housekeeper  
Part Time**

**Responsible to:** The Town Clerk

**Job Purpose & Role:** Overall responsibility for Town Hall housekeeping, whether tasks are undertaken by the Housekeeper or by those that report to the Housekeeper. To act as Senior Event Supervisor, responsible for a casual staff of 2 Event Supervisors and 1 Events Assistant.

**Principle Duties:**

- 1) General housekeeping duties to ensure Town Hall is clean and presentable at all times;
- 2) Liaising with Town Hall Booking Clerk re diary dates and bookings;
- 3) Liaising with Town Hall Booking Clerk to ensure all events are appropriately manned;
- 4) Liaising with and instructing Event Supervisor/Assistant personnel;
- 5) Showing potential hirers the Hall and discussing layout requirements;
- 6) Ensuring the venue is correctly laid out including Council Meetings and Civic events;
- 7) Attendance at certain civic events;
- 8) Ensuring the Notice Boards are kept up to date with current information;
- 9) Ordering general supplies and provisions;
- 10) Dealing with suppliers and maintenance personnel;
- 11) Liaising with event maintenance staff to ensure fire alarm is tested and logged appropriately
- 12) Monitoring intruder alarm;
- 13) Caring for robes and ceremonial equipment;
- 14) Providing refreshments for the Mayor and his guests;
- 15) Seeing to the general robbing requirements of Town Council Members;
- 16) Managing recycling projects.

**General:**

- 1) Ability to prioritise tasks and work without supervision or day to day direction;

- 2) Take and act upon instructions (verbal or otherwise) from the Town Clerk;
- 3) Have general computer and internet skills including the use of Zoom technology;

**Town Clerk**  
2021