

VACANCY

CARETAKER AND BOOKING CLERK

ASHTON HAYES PARISH ROOMS

Ashton Hayes Parish Council has a vacancy for a paid caretaker/booking clerk.

The vacancy exists for a part-time caretaker/booking clerk to ensure that the parish rooms are maintained in a good working and clean order, to open and secure the building before and after selected bookings and to allow access to the building as and when required; and to maintain a booking diary and process all charges for lettings. The successful candidate should have basic booking-keeping skills. The caretaker would be expected to locked the building after all bookings, the successful candidate so ideally should live in the locality.

The post is for approximately 15 hours per month with additional hours by agreement during busy periods. £6.21 in the present hourly rate for this position The times will vary according to the weekly bookings.

If you are interested in this position, please contact Andrea Thwaite  
64 Ringway, Waverton, Chester. CH3 7NP  
Email: [clerk@ashtonhayespc.co.uk](mailto:clerk@ashtonhayespc.co.uk).

Only applications in writing or email will be considered.

Closely date: 1st September 2009.

