

## **WARDEN REQUIRED for EAST HENDRED COMMUNITY CENTRE SNELLS HALL**

East Hendred Community Centre is responsible for the management of Snells Hall.

This village hall and the attached house are situated in an attractive part of the village.

The Warden's duties can fit in with a normal day-time job and consist of:

- supervision of buildings and grounds
- nightly checking and locking the hall after use
- cleaning the hall, kitchen and toilets after events
- making available the keys of the hall when required and ensuring their return
- taking and keeping a record of the bookings (telephone provided), and ensuring awareness of public licence requirements to hirers
- controlling the central heating
- routine testing of fire alarm and emergency lighting
- weekly putting out the dustbins
- reporting breakdowns or damage to the Management Committee and undertaking routine maintenance (e.g. changing light bulbs) etc
- attending monthly meetings of the management committee

There is a self contained flat in the house for the warden, with its own separate entrance.

This accommodation includes a well fitted bathroom, kitchen-diner, double bedroom and sitting room.

Additional features include night storage heating and immersion heater, telephone and car parking for up to two vehicles.

The accommodation is most suitable for a young married couple without children or an active retired couple.

We regret that tenants are not allowed to keep pets.

The rent is £600 per month inclusive of water rates and telephone rental.

The rent is reduced by the value of work done in maintaining the hall, so that the net rent is less than half of this amount.

All payments and reduction in rent in place of payment are taxable depending on the warden's tax status.

**If you would like an application form, please contact:**

**Mr. K. Taylor (East Hendred CC),  
Westbury, Orchard Close, East Hendred, Wantage, OX12 8JJ  
Tel. 01235- 833359**

**We will arrange for selected candidates to be interviewed and to meet  
members of  
the hall committee, before a final decision is made.**