Woodbury Community Hall
Woodbury Lane
Axminster
Devon, EX13 5TL

Role and responsibilities of Bookings secretary at Woodbury Community Hall

Email: bookings@woodburycommunityhall.co.uk

Role: Manage booking enquiries for Woodbury Community Hall

This is an essential role within the committee and the incumbent is required to be a trustee of Woodbury Community Hall as registered with the Charity Commission. The role is entirely voluntary and no remuneration, pay or travel expenses are offered.

Owner: ?

Responsibilities:

1. Take bookings via phone calls and emails.
2. Manage Woodbury Community Hall calendar.
3. Liaise with the cleaner over any change in availability.
4. Liaise with cleaner over purchasing hall supplies
5. Arrange to show people around the hall if they are unfamiliar with it.
6. Liaise with trades people over convenient times for carrying out necessary work.
7. Check on annual cleaning of crockery and cutlery in cupboards.
8. Check on the condition of the ovens, liaise with the cleaner and arrange a cleaning session if necessary.
9. Be the emergency contact number for all hall users.
10. Manage and rearrange bookings on Polling days
11. Arrange for window cleaning in spring and Autumn