



MUNICIPALITY OF NORFOLK TREHERNE TREHERNE HALL MANAGER

The Municipality of Norfolk Treherne is looking for a manager for the Treherne Hall.

A detailed list of duties is available in the Government section of our website
<https://norfolktreherne.ca/employment-opportunities>.

If you are interested in this opportunity, please submit a letter outlining any previous experience, monthly contract amount required and any other information that may be relevant to this position, to:

Jackie Clayton
Chief Administrative Officer
Municipality of Norfolk Treherne
215 Broadway Street, Box 30
Treherne, Manitoba R0G 2V0
(204) 723-2044
cao@norfolktreherne.ca
www.norfolktreherne.ca

Position Title:	Hall Manager
Immediate Supervisor:	Chief Administrative Officer

JOB DUTIES AND RESPONSIBILITIES

Hall Bookings and Rental Agreements

- Address, coordinate and answer inquiries by telephone from potential renters on requests for information about Hall rentals. Address messages in a timely manner.
- Take bookings and schedule all functions pertaining to the rental of the Community Hall, Kinroom and rental of hall equipment while maintaining accurate records. Enter bookings into the digital calendar
- Distribute hall rental agreements to renters and review to make sure data has been filled in correctly. Offer Western Financial Group's "Outside User Liability Insurance" to renter prior to function.
- Provide information regarding methods of payment to the renter. Municipal office staff will record payment on the calendar when received.

Damage Deposits

- Notify the Municipal Office after events are held, if the damage deposit is to be refunded or used to offset repairs.

Customer Service

- Process hall rental requests/questions received from potential renters.
- Outline/review hall rules and do walk-throughs of the facility with renters including showing renters how to operate the air conditioners, heaters, air exchangers, electric doors and wheelchair lift prior to their function. Make sure the renter has keys and an allen wrench to operate all of the above during their function.
- Distribute and track keys for hall facilities for renters.
- Make arrangements with renter to get the keys and go over the hall with them to check for damages, including the deck. If damage is noticed while cleaning, the renter must be contacted immediately and asked if they were aware of the damage. If not, they need to come back to the hall to see the damage. The damage must be reported to the Office.
- Efficiently and effectively interact with renters on any hall related issues/concerns/discrepancies and use judgement based on rules/regulations set by council to remedy the situation.

Caretaking

- Set up for every function unless renter requests otherwise. Ask renter if assistance is required to move the tables during the function.
- Open (if requested), lock up and set heat/air conditioners for every function. Inside doors at the top of the stairs and any others that the renter has requested must be opened with electric hold open devices for every function.

Caretaking (continued)

- Air conditioners, heaters, lights, exit lights, fire alarm, wheelchair lift, etc. must all be checked prior to and after a function to make sure they are working.
- Possess general knowledge of location of all circuit boxes, fire alarm system, heaters, air conditioners and air exchangers and how they function. Must be available during functions in the event that renters are having difficulties operating any devices.
- During the winter months, the heaters must be kept on and monitored regularly in the bathrooms, kitchen, bar, and the back entrance to keep the water lines from freezing.
- Check that all proper signage is posted.
- Enforce MLCC guidelines.
- Check that the clocks in facility are synchronized and all working.
- Wash floors and vacuum carpet areas.
- Wash dishes, wipe down all counters and tables, and clean appliances.
- Wash dish cloths, towels, windows, walls, etc. when necessary.
- Coordinate ordering of regular paper and cleaning supplies with the Municipal Office Staff.
- Replace burnt out light bulbs when necessary. Repair leaky faucets when possible. Report large repairs to the Operations Manager.
- Check inventory or equipment, tables & chairs, and all kitchen inventories at minimum quarterly. Provide written inventory report as at December 31st to CAO by January 10th.
- Clear snow, cigarette butts, garbage, weeds, etc. from all entrances
- Monitor refrigerator and freezer temperatures to ensure they remain in the acceptable temperature range as per current regulations.
- Place recycling in the recycling bins outside the hall after each function.
- Clean up after functions must be completed within 24 hours.
- All other tasks to maintain a clean and safe facility.
- Report vandalism and/or theft to the RCMP and Office within 48 hours.



MUNICIPALITY OF NORFOLK TREHERNE

Contract: Treherne Community Hall Manager	Reports To: Chief Administrative Officer (CAO)
Contract Period: January 1 to December 31	

CONDITIONS OF CONTRACT:

1. The Manager must be a "working manager", shall perform and carry out those job duties and responsibilities forming part of this contract.
2. The Manager must be able to handle difficult customers and resolve arising customer issues in a professional and timely manner.
3. Hall rates will be set by resolution of Council.
4. Contract payment will be by Electronic Funds Transfer at the end of each month.
5. **Either party may terminate the contract by providing written notice of 60 (sixty) days to the other party. Notice to the Municipality must be given to the Chief Administrative Officer.**

Date

Hall Manager

Chief Administrative Officer