



JOB DESCRIPTION – SUDBURY TOWN HALL DOORKEEPER 2025

Position advertised 29.01.2025

Role: Sudbury Town Hall Doorkeeper

Contract type: Part Time / Permanent (following a successful probation period)

Average over 52 weeks being approx. 5- 6 hours per week.

Salary: £12.29 per hr

Reports to: Operations Manager

Based at: Town Hall, Sudbury, CO10 1TL

Job Description

Sudbury Town Council is currently seeking a Doorkeeper for the Sudbury Town Hall building.

The Town Hall is a multi-functional and well-used public building. Serving as offices for Sudbury Town Council, Suffolk County Council Registrars and as a public building open 6 days a week as Sudbury Tourist Information Centre and Sudbury Heritage Centre. We also host frequent public and private meetings, talks and events. As such, the security and a warm welcome for visitors to the Town Hall is essential. We are seeking a Doorkeeper, who takes pride in their work to join the Sudbury Town Council team.

Duties

To ensure that the Town Hall is opened for meetings and other events on time as directed by the Town Clerk or other manager.

- Open at 6:15pm for 6:30pm committee meetings
- Open at 6:30pm for 7:00pm full council meetings

To be smartly dressed and polite to all visitors.

To be fully aware of the Town Hall's security systems and safety procedures, including the use of fire fighting and evacuation equipment.

To lay out the room with tables, chairs, glasses, water or other refreshments for meetings as requested by the hirer.

To remain on site for the duration of the meeting or event as the Town Council's officer responsible for safety and security.

To ensure hirer of premises is informed of Town Hall fire procedures and escape routes.



To use the fire fighting and evacuation equipment as necessary in an emergency.

To remain by the public door when not required for other tasks to check that people entering the building are permitted to attend the meeting or event.

To look out for any potentially dangerous occurrences and make them safe before anyone could be injured. E.g., spillages, trip hazards, etc.

To ensure that, if the lift breaks down, it is returned to ground level using the lift pump situated in the cellar and that the doors are opened and remain so.

To ensure that in the event of a dangerous incident the appropriate emergency services are called, and to assist the evacuation of all attendees in a safe and calm manner. Once the evacuation has been completed to assist the event organised with a role call to account for everyone who had been in the building.

To reset the room, if necessary, which may include putting away the tables, chairs, glasses, water and any refreshments.

To ensure that all lights and non-essential electrical equipment are turned off and the heating is set correctly before leaving the premises.

To ensure that, at the end of the booking period, everyone attending the event has left the building before checking all doors and windows are closed, securely locking the Town Hall and setting the alarm.