

JOB DESCRIPTION

Caretaker/Cleaner.

JOB PURPOSE

The postholder will be expected to work alongside the Manager and the Building Manager to ensure that the building is presented and maintained to a high standard of cleanliness.

To act as Front of House and be available to the visitors on a weekend; and holiday cover to answer queries and work alongside the weekend volunteers and staff in The Shop.

KEY REPSONSIBILITIES

1. To be directed by the Manager and Building Manager to clean specified areas within the Station building.
2. To use appropriate equipment, tools and materials as identified by the Manager and Building Manager to clean the building.
3. To be aware of the Health and Safety policies and procedures and follow the protocols ensure staff and public are protected.
4. Be aware of potential maintenance issues and inform the Manager and Building Manager as appropriate.
5. Undertake the front of house duties which may arise during the working shift.
6. Assist with The Shop when art sales are needed; which would be to accompany customers to remove art work from cabinets and exhibition space.
7. Provide occasional cover in The Shop to allow breaks.
8. Assist with the setting up of any room hires as directed and check on the security of the rooms at the end of the shift.
9. Adhere to COVID guidelines and monitor visitor compliance
10. Assist with disposal of waste and ensure that the cardboard compactor, and bag compactors are clear and safe.

11. Follow the risk assessments that are in place and report any risks to the Manager and Building Manager or other duty staff members in a timely fashion.
12. There may be occasions whereby there is a need to provide holiday cover for the members of the building this will be discussed and advanced notice be given and negotiated.
13. It is expected that the post holder will participate in regular supervision and the organisational appraisal scheme.
14. There will be an opportunity to participate in training relevant to the post.
15. There is a requirement to report incidents/complaints in accordance with the Health and Safety Policy.

This list is not exhaustive and there may be additional duties which arise; and you may be asked to carry out these duties within the role.

POST HOLDER PROFILE:

- Good organisational skills – have the ability to prioritise and manage individual workload.
- Demonstrate good time management.
- Reliable.
- Ability to work within a team.
- Ability to work under own initiative.
- Demonstrate excellent customer care.
- Excellent communication skills with staff and visitor; be helpful and pleasant.

TERMS and CONDITIONS

- Working weekends 8 a.m. ----4.30 p.m.
- Occasional holiday cover.
- Salary in line with the national minimum wage.
- Annual leave entitlement is pro rata 5.6 weeks.