



Part-time Caretaker

Hours: 16hrs per week (flexible)

Salary: £8.75 - £10 per hour

Main Purpose of the Post

To maintain a clean, safe and welcoming environment for both visitors and performers at Barn, assisting with the setup and breakdown of public events, workshops, exhibitions and private hires, and serving as a main key-holder for the premises.

The post holder will work within a small multi-disciplinary team where a positive approach to team working is vital. The Barn's operations are supported by a large team of volunteers, and the Caretaker will be expected to support the work of others within this extended team.

The post holder has the responsibility to continuously adhere to the Health & Safety practices and the policies of the Barn.

Main Duties of the Post

Housekeeping & Maintenance

- Ensure the highest standards of cleanliness, presentation and safety are provided for visitors, audiences and artists/performers at the Barn
- Ensure clear and safe pedestrian access to the premises particularly in adverse weather conditions (e.g. clearing snow, gritting etc.)
- Ensure that gullies, drains etc. are kept free from debris and that the premises and grounds are litter free
- Arrange to clear blockages, remove foreign matter from sinks, toilets, drains, kitchen grease traps etc. and clean up spillages as required
- Ensure heating equipment is efficiently and effectively operated, make adjustments as necessary and reporting defects and malfunctions to the Operations Manager
- Carry out weekly fire alarm tests
- Complete weekly venue inspections and file completed reports for the attention of the Operations Manager and Director
- Ensure all equipment and materials are stored safely and appropriately
- Ensure that shared storage areas are organised and safe for staff, affiliates and volunteers who may require regular access to them
- Undertake a regular programme of venue maintenance encompassing repainting, light-bulb replacement, small-scale joinery, furniture/equipment repairs and grass cutting of car park planted areas
- Attend to, where necessary, personnel visiting the site such as contractors



- Organise and undertake on a pre-planned basis the cleaning, resealing and polishing of the harlequin floor
- Oversee stocks of consumables, advising the Operations Manager of any necessary purchases
- Report any significant building repairs and maintenance issues to the Operations Manager and Director as soon as they arise
- Act as a main key-holder for the venue, undertaking opening and locking up duties; responding to alarm call outs and maintaining an alarm logbook
- Undertake an agreed programme of venue inspections over closed periods

Event Support

- Participate in regular Production meetings to discuss and address venue set up requirements for the creative, commercial and community programmes
- Set up all appropriate seating, staging and equipment for each programmed event as per agreed layouts
- Support the installation of gallery exhibitions where required
- Support occasional get-in and get-outs at the Barn, which may involve heavy lifting

Additional duties:

- To attend and make an active contribution to regular WAL team meetings
- To act at all times as an Ambassador for the Barn
- To undertake such other tasks as may reasonably be requested by the Director

<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none">• A reasonable level of physical fitness• A positive and solution focussed approach in the workplace• Effective team player• Ability to travel independently• Availability to work flexibly, during the week and at weekends	<ul style="list-style-type: none">• At least 1 years' experience of caretaking duties, or equivalent• Experience of working with volunteers in a mentoring, training or supervisory role

Hours

16 hours per week (flexible)

Hours worked per week will be aligned to venue operations and will include weekend

Pay and Contract

Summary of conditions of employment:

This is a permanent part-time post

- Hourly rate of pay: £8.75 - 10.00

The Barn | Banchory | AB31 5QA | www.thebarnarts.co.uk | 01330826520
The Barn is run by Woodend Arts Ltd, a registered Scottish Charity SC022620
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- Holiday: 32 days pro rata per year
- Probationary period: 6 months
- Notice period: 30 working days
- Location: this position will be based at the Barn, Burn o' Bennie, Banchory, AB31 5QA
- A £30 call out fee will be payable for each call out occurrence between the hours of midnight and 7am. This payment is in addition to the hours accrued as a result of call out duty.

Benefits

Complimentary tickets to selected shows

10% discount in Buchanans Bistro

Priority booking for selected events at the Barn

This post has a minimum requirement of one reference which must be your current or most recent employer. This post is regulated work with children and/or protected adults under the Protection of Vulnerable Groups (Scotland) Act 2007. The preferred candidate may be required to join the PVG Scheme or undergo a PVG Scheme update check.

To apply please submit an up to date CV and cover letter outlining your professional experience and suitability for the post, making specific reference to the job requirements and criteria.

Application deadline

15th March 2018 at 5pm

Please send all applications to venue@thebarnarts.co.uk or by post to The Barn, Burn o' Bennie, Banchory, AB31 5QA marked **Caretaker**