



Part-time Caretaker/Groundsperson

Hours: 16hrs per week (flexible)

Salary: £10.75 per hour (depending on experience)

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.

The post holder will also play a key role in the maintenance of our outdoor spaces including our Wild and Walled Gardens.

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 Head of Operations
- Carry out weekly fire alarm tests
- Complete weekly venue inspections and file completed reports for the attention of the Head of Operations
- 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 PAT testing
- 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 Head of Operations of any necessary purchases
- Report any significant building repairs and maintenance issues to the Head of Operations 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
- To respond to emergency calls
- Keep and update inventory of paint colours used on the premises

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

Groundsperson

- Carry out and/or oversee various gardening duties including lawn maintenance, grass cutting of planted areas around the car parks and farm house, weeding, pruning and watering
- Use and maintain hand tools and basic light machinery, mowers and strimmers
- Perform oil level checks and checks for damage to any mower and strimmer
- Ensure all equipment, machinery and sheds and storage container are secure
- Keep the tool sheds and storage container clean and tidy
- Keep inventory of tools and equipment up to date
- Empty litter bins around the premises

Additional duties

- To attend and make an active contribution to regular Barn team meetings
- To oversee and delegate to the Assistant Caretakers
- 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">• Be personable and presentable• 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• Experience of mechanical repairs and the ability to mend machinery and make small repairs

Hours

16 hours per week (flexible)

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

Pay and Contract

Summary of conditions of employment:

This is a permanent part-time post

- Hourly rate of pay: £10.75
- 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.
- Holiday: 32 days pro rata per year

Benefits

Complimentary tickets to selected shows
Priority booking for selected events at the Barn

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

Application deadline: 8 December 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**

The Barn | Burn O' Bennie | Banchory | AB31 5QA | www.thebarnarts.co.uk | 01330826520
The Barn is run by Woodend Arts Ltd, a registered Scottish Charity SC022620
Woodend Arts Ltd is not-for-profit company, limited by guarantee, Company No. 392079



The Barn | Burn O' Bennie | Banchory | AB31 5QA | www.thebarnarts.co.uk | 01330826520
The Barn is run by Woodend Arts Ltd, a registered Scottish Charity SC022620
Woodend Arts Ltd is not-for-profit company, limited by guarantee, Company No. 392079