



Caretaker Job Description

Job Title:	Caretaker
Reports to:	Caretaker Supervisor
Salary:	£12.71 per hour (National Living Wage)
Working hours:	12hrs, rising to maximum of 24hrs during busy periods
Terms:	Part-time
Location:	Queen's Hall Arts Centre, Hexham
Main Purpose of Role:	To assist with general building caretaking and security duties, including cleaning, general maintenance and customer service.
Key Tasks and Responsibilities:	1. To be responsible for day-to-day building security and caretaking, including cleaning duties, and working FOH during performances when necessary. 2. To operate and maintain all equipment provided, ensuring it is kept in good working condition. 3. To supervise and support users of the backstage facilities, FOH room bookings, and other regular activity. 4. To operate, abide by and take appropriate responsibility for company policies as may be required, e.g. Health & Safety, Equal Opportunities, Disciplinary & Grievance Procedures. 5. To undertake such other duties and responsibilities consistent with the level, nature and grade of the post, as may be required. 6. To participate in the identification of personal training and development needs and to participate in training as required.
Person Specification:	ESSENTIAL Ability to work flexible hours, including weekends and evenings. General fitness suitable for the demands of the post (including handling heavy loads and working at height). Good general education demonstrating numeracy, literacy and IT skills. An interest and enthusiasm for theatre, live music and performing arts. Good interpersonal and communication skills.

Self-motivated, capable of working on own initiative or as part of a team.

Ability to work accurately and quickly under pressure.

DESIRABLE

A job-related qualification i.e. PAT testing.

Building and equipment maintenance experience.

Experience of work planning and establishing priorities.

Knowledge of Health & Safety legislation and other relevant legislation and guidelines to safe working practices in theatre.

ADDITIONAL INFORMATION

All Queen's Hall Arts appointments are subject to a six month probationary period.

Staff are entitled to 30 days paid leave per year (pro rata). This is inclusive of statutory holidays. Holiday entitlement must be taken within the year that it accrues.