

NEWLYN
ART GALLERY
& THE
EXCHANGE

EMPLOYEE SPECIFICATION	
CARETAKER	
Knowledge/Skills/Abilities	
Well developed sense of responsibility	E
Able to work on own initiative as well as a member of a team	E
Adaptable and self-motivated	E
Well organized	HD
Able to prioritize tasks	E
Basic literacy and numeracy	HD
Award of Health & Safety issues linked to the position	A
Able to demonstrate basic practical/DIY skill	HD
Able to demonstrate a high attention to detail	A
Able to work flexibly in order to ensure a high standard of cleanliness throughout the building	A
Experiences	
Experience of working in a similar role	A
Experience of wide general maintenance background	A
Special Requirements	
Able to manage own time	E
Able to work flexibly including regular weekends and occasional evenings	E
Willingness to respond to out of hours alarm call-outs	E
Ability to cope with the physical demands of the job e.g. lifting, carrying and working at height	E
E – Essential HD – Highly desirable A – Advantageous	