

**NEWLYN
ART GALLERY
& THE
EXCHANGE**

JOB OUTLINE

CARETAKER (PT, 12 hours per week)

Salary: band 3 £16,194 pro rata

Report to: Operations Manager

Purpose of Job:

To provide efficient and effective caretaking provision for The Exchange, ensuring the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards. That environmental systems operate at optimum efficiency and to provide cover at Newlyn Art Gallery when required.

Main Duties/Responsibilities:

Fire & Security

- Responsible for maintaining the security of the premises and its contents in accordance with the Gallery's current requirements and act as one of the primary key-holders responding to alarm call-outs as when required.
- Carry out weekly health and safety checks including room checks, emergency light tests, fire alarm tests and extinguisher checks.
- Report and record emergencies in the case of faults with gas, electric and water supply to the Operations Manager.

Cleaning & Maintenance

- Ensure excellent standards of cleanliness throughout.
- Ensure heating and plant equipment is efficiently and effectively operated, make adjustments as necessary and report defects and maintenance to the Operations Manager.
- Maintain gallery fittings and decoration; carry out building tests and regular monitoring checks to ensure minor defects are actioned quickly and in accordance with safe working practice.
- Ensure gullies, drains etc are kept free from debris and that the Gallery grounds are litter free.
- Ensure a clear and safe pedestrian access to the gallery particularly in adverse weather conditions (e.g. clearing snow and gritting).
- Dispose of waste materials in a safe, hygienic manner, ensuring that it is available for collection as required.
- To comply with the requirements of Health and Safety, other relevant legislation and Gallery policies.

- Work towards achieving our environmental and sustainability targets.
- To understand and comply with the gallery's Equal Opportunities Policy.
- Carry out any other reasonable duties within the overall function of the job.
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NB: Newlyn Art Gallery Management is an equal opportunities employer and provider of services. The gallery has a duty to promote race equality and all employees must be aware of that duty and work to the gallery's equality standards.