

# NEWLYN ART GALLERY & THE EXCHANGE

## Job Outline

MAINTENANCE PERSON

Pay: Hourly rate to be mutually agreed

Report to: Operations Manager & Visitor Experience Officer

## Purpose of Job:

To provide efficient and effective maintenance support to the Gallery ensuring the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards and that heating systems operate at optimum efficiency. Observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants, contractors and manufacturers are adhered to.

## Main Duties/Responsibilities:

- Perform minor fixes such as repairing broken locks, filling gaps on walls, painting etc.
- Install appliances and equipment.
- Conduct maintenance tasks and inspect and troubleshoot equipment and systems.
- Collaborate with workers and other professionals during renovations and report to Operations Manager or Guest Experience Manager for issues.
- 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.
- Work through the Galleries maintenance schedule and work towards achieving our environmental and sustainability targets.
- 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.
- 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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