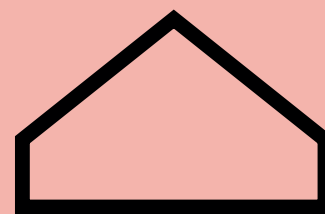


www.the-ropewalk.co.uk

RECRUITMENT PACK

Caretaker



THE ROPEWALK



THE ROPEWALK

The Ropewalk is a regionally acclaimed centre for the arts housing galleries, Sculpture Garden, Coffee Shop, and Ropery Hall – a venue for live music, theatre and cinema within a Grade II listed former rope factory. Other facilities include: artists' studios, creative industry units and meeting rooms available for outside lets



Our Creative Vision

The Ropewalk is an organisation that:

- Creates a gateway to artistic and cultural experiences that enrich lives.
- Deepens relationships between artists and audiences.
- Nurtures and celebrates artists
- Reflects the diversity of our local community and provides platforms for showcasing work from diverse artists, supporting the Creative Case.
- Provides workspace and employment opportunities within the creative sector
- Has a responsible business model that supports our creative vision
- Is the creative community hub in Barton and the wider region.

Job Title: Caretaker

Pay: £12.80 per hour

Location: The Ropewalk, Barton Upon Humber

Responsible to: CEO

Hours: 5 days, 18 hours a week

Monday 5 pm-8 pm

Tuesday – Friday 8 am-9 am and 5pm – 7 pm

(Possibility of additional hours at Baysgarth House Museum when it opens later in the year)

Job Description

- Be a main keyholder for the building and carry out any cleaning and caretaking duties as required.
 - Carry out general building maintenance including painting and basic DIY.
 - Job responsibilities include moving tables, chairs, and other heavy equipment.
- The ideal candidate must be physically fit and comfortable performing manual labour tasks as part of their daily duties.

Summary of Main Duties & Responsibilities

- Opening and locking the buildings; ensuring the alarm system is armed correctly and that the building is secure.
- Arranging facility hire rooms and Ropery Hall as per layout instructions.
- Meeting and greeting delegates for meetings outside of normal working hours.
- Act as the main keyholder in case of out-of-hours emergency callouts.
- Liaising and cooperating with the Business Manager with regard to Health & Safety issues (i.e., ensuring fire exits are kept clear and being vigilant of any potential risks and reporting them).
- Check that all lights, including emergency lights are replaced where necessary.
- Litter picking and weeding.
- Check for any interior or exterior premises faults or maintenance issues and report them according to the company's procedures.
- Emptying all the buildings bins and ensuring that waste is separated into the correct waste bins.
- Ensure that waste collection bins are full and put outside for collection dates.
- Assist when required with onsite room bookings and meetings where there are refreshments and buffet requirements and general housekeeping.

Please note that this list is exhaustive, and the ability to work flexible hours is essential for the post as opening and closing hours may change depending on facility hire, functions etc.

General

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties, from time to time.

The post holder must carry out their duties with full regard to the company's policies and procedures.

The Ropewalk is committed to creating a diverse environment and is proud to be an equal opportunity employer. Our aim is that our workforce will be truly representative of all sections of society and each employee will feel respected and able to give of their best.

All qualified applicants will receive consideration for employment without regard to gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age (the protected characteristics).

Benefits:

- Company pension
- Discounted food onsite
- On-site parking

Ability to commute/relocate:

- BARTON-UPON-HUMBER: reliably commute or plan to relocate before starting work (required)

Experience:

- Caretaking/Relevant: 1 year (required)

Work Location: In person

To apply, please send CV and cover letter to deanna@the-ropewalk.co.uk

Deadline date for applicants: Tuesday, 15th April

Successful candidates will be contacted regarding interview dates.



The Ropewalk, Maltkiln Road, Barton upon Humber, North Lincolnshire. DN18 5JT.
01652 660380 www.the-ropewalk.co.uk