

PART-TIME CONTRACT (Self-employed status)

Janitor, Arts Central Studios

SCOPE OF WORK

The post holder will ensure the smooth running of Arts Central, 20 Burners Lane and help with its compliance with the appropriate safety legislation. They will be a member of the Arts Central Management Team.

Duties include:

- Maintenance of building security and liaison with burglar and fire alarm providers.
- Installation, reconfiguration and layout of public and communal areas as required.
- Assisting residents with minor alterations to their studios, for example, putting up shelves or moving furniture.
- Liaison with building management companies, electrical and gas suppliers, meter readers etc.
- Responding to emergency incident call outs.
- Attending Arts Central Management Team meetings as scheduled.

KNOWLEDGE/EXPERIENCE/SKILLS NEEDED:

Essential:

- Basic technical and DIY knowledge, ability to use power tools.
- Good communication and interpersonal skills.
- Reliable self-starter.

Desirable:

- Fire warden experience.
- First aider experience.
- IT and network skills.
- Experience of PAT

SCHEDULE AND PAYMENT

It is expected that the post holder will attend the site for a minimum of one hour each weekday. The appointment will be for 5 hours per week, but extra hours may be required with the agreement and at the discretion of the Arts Central Office Manager. Payment will be at the minimum living wage, £12 per hour, payable monthly against invoice with a timesheet detailing details of activities and hours worked on each.

Applications: Please apply by email with a CV and covering letter to the Chair of Operations, andy.shaw@artsgatewaymk.org.uk