

THE HORSE BRIDGE

JOB DESCRIPTION

The Horsebridge provides a social, cultural and learning resource of high quality that is excellent value and accessible to all, a place where everybody can experience creativity. Everyone is welcome, everyone can take part.

POST: Caretaker/Cleaner

SALARY: £12.21per hour

HOURS: Minimum of 6 hours per week plus any overtime and holiday cover.
Regular hours: Mondays and Wednesday 7 – 9am
Fridays 5 – 7pm

RESPONSIBLE TO: Executive Director and Artistic Director

Job Purpose: To ensure that all areas of the Centre are cleaned and prepared for specific classes and events as well as for general use by the public.

Main Responsibilities:

- To carry out cleaning duties, as directed, and to maintain a high standard of hygiene throughout the building
- To prepare the rooms for classes and events
- To act in accordance with the security arrangements of the Centre to ensure that the building, its contents and the people using it are safe
- To maintain a high standard of customer relations and to promote a positive image of the Centre
- As a key holder, to lock and secure the centre at the end of the evening and open up mornings so must be comfortable lone working
- To operate all equipment, materials and chemicals in accordance with the Centre's Health and Safety policy

General Responsibilities:

- To work constructively as one of the Horsebridge staff team, covering colleague's roles where necessary
- To respond in a positive and friendly way to current and potential users of the Centre
- To carry out other appropriate duties as set by the Centre Management.