

DANCEEAST

Caretaker (Part Time)

Job Description

March 2017

Based in the purpose-built Jerwood DanceHouse, that opened in 2009 on the Ipswich waterfront, DanceEast the home of Dance in the east of England. It presents a diverse programme of performances that includes national and international dance artists and companies, emerging artists and young people. It runs approximately 45 dance classes each week in various dance styles for fun, fitness and professional development. It is also home to one of nine Centres for Advanced Training in Dance supported by the Department for Education to enable young people with exceptional potential in dance to work towards becoming a professional dancer.

Purpose of Post

We are looking for a hard working individual who is capable of working on their own initiative in the busy Jerwood DanceHouse. Responsibilities include ensuring the building is safe for staff and visitors; general building maintenance; and supplementing the external cleaning contractors.

Key Relationships

The post holder reports to the Technical Manager. The post holder will liaise closely with all departments, and in particular the Operations Team.

Key Tasks and Responsibilities

To provide efficient and effective caretaking support to the DanceHouse and surrounding area in a proactive and reactive manner, in accordance with the required standards.

Building Safety

- Carrying out regular testing of fire alarm whilst maintaining the test register
- Carrying out regular testing of water quality and preventative maintenance whilst maintaining the test register
- Carrying out regular testing of emergency lighting whilst maintaining the test register
- Organise and schedule equipment maintenance tasks in liaison with the Technical Manager
- Maintaining plant rooms in a clean and tidy order, ensuring clear access to service isolators (gas, electricity, water)
- Ensuring that clear passages is maintained on fire escape routes
- Security of the building, including the locking of all windows and doors, switching off lights and the drawing of blinds
- The routine and non-routine opening and closing of the building, including setting and un-setting of the intruder alarm

- Acting as an appointed first aider (training will be provided, if required)
- Registered as a key holder and responding to alarm call outs and liaising with the police and alarm company

Maintenance

- Responsible for regularly inspecting the building and reporting any building maintenance repairs and faults to the Technical Manager.
- Ensuring appropriate levels of heating and lighting throughout the building
- Painting & Decoration as required
- First line maintenance of fixtures and fittings (e.g. tightening screws, maintenance on door handles and hinges, minor repairs, etc.) and plumbing
- To be responsible for ensuring a tidy, clear and safe pedestrian access to the building, particularly in adverse weather conditions (e.g. clearing snow, gritting, etc.)
- Replacing light bulbs, tubes, fuses, starters, etc. as necessary and reporting any lighting defects to the Technical Manager
- General maintenance of Pool Car (e.g. refuelling, checking oil levels, cleaning, etc.)

Cleaning

- Supplementing the internal cleaning and tidying of the building by external contractors; using cleaning materials in the prescribed manner in accordance with COSHH regulations
- Preparing the Studio Theatre for performances ensuring seating and aisle are clean and free of debris
- Laundering of presentation table cloths and dressing room towels
- Cleaning of internal glass as per cleaning schedule
- Clear blockages, remove foreign matter from toilets, sinks, etc. and clean up spillages as required
- Daily cleaning of the café's public spaces and toilets
- To dispose of waste materials in a safe, hygienic manner ensuring it is available for collection as required

General

- Setting up and dismantling of tables, chairs, equipment, etc. for conferences and events
- Ensuring that adequate supplies of toiletries including toilet rolls, paper towels, liquid soap, etc., are kept in stock. Distributing and replenishing as required
- Attending periodic Health & Safety Training sessions keeping themselves informed of Health & Safety issues relating to the post and taking remedial action when risks are identified, and cordoning off the area if required
- Moving of large partition door in the Red Shoes Studio
- To undertake portering tasks as required including setting up and clearing away furniture and equipment

The post holder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants, contractors and manufacturers are adhered to.

Personal Specification

Essential Skills

- Good numeracy and literacy skills
- Willingness to gain First Aid Certificate and participate in ongoing training
- Good communication/organisational skills
- Proactive, reliable and flexible with an attention to detail
- Strong skills and the ability to undertake general building maintenance
- Working knowledge/awareness of Health & Safety
- Able to work using own initiative and have a flexible approach to working hours
- The physical capability to engage in manual labour
- Problem solving skills
- Able to be a key holder and attend “call-outs” outside normal working hours

Desirable Skills

- Previous caretaking experience, ideally in a public building
- A good working knowledge of moving and handling procedures
- A good working knowledge of cleaning procedures required to meet specified standards
- First Aid Certificate
- Full Driving licence

Terms & Conditions

Responsible to:	Technical Manager
Hours of Work:	20 hours per week, as per rota Normal working hours are Tuesday to Friday evenings and Saturday; although flexibility will be required, as necessary
Holiday Entitlement:	20 days paid holiday per year increasing to 25 days after two years of continuous employment; plus 8 days bank and public holidays. All entitlement pro-rata to hours worked
Probation period:	3 months
Notice period:	One week during probation period, rising to one month after successful completion of probation period
Pension Scheme:	Automatically enrolled into a qualifying workplace pension scheme in which both the employee and DanceEast will make monthly contributions to. The employee has the option to opt out of the scheme if preferred
Rate of Pay:	£8.24 per hour
Additional Benefits:	Complimentary tickets for DanceEast productions and classes (subject to availability); Training and development opportunities; Staff discount at the DanceHouse café; Childcare vouchers (by means of a salary sacrifice scheme)

This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive.

Making an Application

To apply, the Application Form and Equal Opportunities Monitoring Form should ideally be completed electronically and emailed to HR@danceeast.co.uk or sent by post to Bill Armitage, General Manager, Jerwood DanceHouse, Foundry Lane, Ipswich IP4 1DW, marked "Private & Confidential"

Please note that CV's will only be considered when attached to a fully completed Application Form.

The deadline for receipt of applications is 5pm on Tuesday 28th March. Applications received after this time will not be considered. Successful applicants will be invited to interview at the Jerwood DanceHouse, Ipswich on Tuesday 4th April, and candidates should be available on this date.