**JOB DESCRIPTION**

**TITLE: Caretaker**

**RESPONSIBLE FOR: Maintaining the building and assisting the Head of Technical and Premises and the House Manager in providing a high standard of service and safety throughout all areas of Z-arts.**

**RESPONSIBLE TO: Head of Technical and Premises**

Manchester’s venue for children and families., Z-arts is dedicated to inspiring creativity in generations of young people by delivering a broad range of visual and performing arts events, performances, exhibitions, activities, workshops and participatory opportunities. One of the most versatile cultural buildings in Greater Manchester, Z-arts provides a resource to individuals and groups who hire facilities in the venue and this income makes a strategically important contribution to our turnover.

**MAIN AREAS OF RESPONSIBILITY:**

1. To be part of the Duty Manager rota responsible for opening and/or closing the building.
2. To ensure room set ups are completed for external hires including room layouts and sound and av requirements.
3. To monitor and adjust the building heating system as required including managing the boiler management system to achieve appropriate heating throughout the building and regular checking and bleeding of radiators as required
4. To carry out minor repairs and maintenance which will include minor plumbing, decorating, joinery, replacing lightbulbs etc.
5. To be responsible for Health & Safety matters relating to the plant, systems monitoring and operations of the building, including fire panel tests and to be part of the Health and Safety Team.
6. Undertake light office equipment/furniture removal and relocation within the building.
7. To be the main point of contact for all external contractors working on site (including Manchester City Council)
8. Identifying, reporting, and actioning where appropriate, any building or system faults.
9. To attend departmental, company and operational meetings as required.
10. To work with the entire staff team to support and deliver Z-arts’ strategic and creative vision.
11. To adhere to all Z-arts’ policies and procedures
12. Any other duties required by the Senior Management Team

**GENERAL INFORMATION:**

To comply with legislation covering the activities at Z-arts, it is required that all staff undertake training as directed by their line manager. It is also essential that all staff carry out their duties in a safe manner in accordance with current Health and Safety at Work legislation. The requirements of the business are such that a high degree of flexibility is necessary and evening and weekend work may be required. As Z-arts is a children and family arts centre, all appointments are subject to a successful DBS check.

**PERSON SPECIFICATION:**

The successful candidate will be able to demonstrate the following:

**Essential**

1. Experience of working in a similar role, undertaking routine maintenance and repairs in a large building
2. Up to date knowledge and adherence to current Health and Safety legislation
3. Ability to identify and assess building or system faults and ability to plan appropriate courses of action for successful resolution
4. Ability to be flexible and work outside of office hours as required
5. Proven experience of good record keeping and up-keep of Operational System Checks and PPMs (pre-planned maintenance systems)
6. Ability to exercise initiative, work with minimum supervision and take personal responsibility
7. Excellent interpersonal and communication skills

**The following attributes would be desirable:**

1. Any technical qualifications
2. Health & Safety qualifications
3. First Aid at Work qualification
4. Good IT skills
5. Experience of working in a creative environment
6. Experience of working with young people
7. Experience of working with people from culturally diverse backgrounds.
8. Experience of working in a large multifunctional venue
9. Ability to drive