

ROAR

Buildings Supervisor / Caretaker

Pay: £11.14 per hour

Hours: 28 hours per week

Rotherham Town Centre location.

Rotherham Open Arts Renaissance (ROAR)

ROAR is an Arts Infrastructure organisation funded as an Arts Council National Portfolio Organisation. We are a CIC and operate as a membership based organisation within the voluntary sector.

ROAR is run by a small group of passionate people who believe that art and creativity are integral to the human experience.

We work with many different partners, both statutory and voluntary to achieve our aims.

We are an equal opportunities employer.

We are looking for a team player.

Job Description:

To manage Westgate Chambers floor 2 studio complex.

To maintain the building, both through general cleaning and tidying, as well as mending and improvements.

Where emergency repairs or significant improvements are required, to identify and communicate effectively.

To secure quotes and liaise with contractors where appropriate, such as electricians.

To liaise with the landlord of the building, as appropriate.

To be available for Emergency call outs from studio tenants.

To communicate with all tenants regarding the proper use of their spaces and any repairs required.

To ensure the building is secure, opening and locking doors and changing door lock codes monthly, informing all tenants of the new code in a timely fashion.

To keep a waiting list of enquiries of potential tenants and manage the letting of units, issuing tenants their Lease carrying out inductions and where necessary, helping to collect rents.
To manage all utilities and ensure bills are accurate.
To keep a record of tenants' electricity usage.
To manage waste removal.
To assist in the installation of exhibitions.

Person Specification:

Experience of building supervision / caretaking roles.
Ability to undertake basic DIY tasks.
Good understanding of Health and Safety issues and current legislation around managing public buildings.
Reliable and punctual.
Good communication skills with professionals and the public.
Responsible and able to work under own supervision.
Flexible and available to work some evenings and weekends.
Able and willing to take on general cleaning tasks.
Physically able to move potentially bulky items.
Has an interest in the arts.
For Emergency purposes can reach the centre of Rotherham within 15 mins.
You will require a DBS check as some visitors to the buildings are vulnerable.
Promote the ethos of ROAR in the Company, the membership and in the community.

Whilst every effort has been made to outline all the main duties and responsibilities of the post, from time to time the post holder may be asked to undertake other reasonable duties commensurate with the grading of the post.

In addition to undertaking the duties as outlined above, the post holder will be expected to fully adhere to the Policies and Procedures of the organisation and the following:

- Equality
 - Act in accordance with the organisation's Equality Policy, which is designed to prevent discrimination of any kind and ensure equality is a key principle that is continually embraced.
- Operational
 - Ensure that all duties are carried out in line with the organisation's Health and Safety, operational, performance management, personnel, data protection and financial policies and procedures.
- Corporate Image
 - Adopt a professional image at all times.
- Confidentiality
 - Maintain absolute confidentiality with regard to the organisation's information and procedures.

To Apply:

Please complete the Job Application Form and the Equal Opportunities Form.

[LINKS](#)

Deadline:

Midnight 2nd August 2024

Informed of selection for interview:

7th August 2024

Interviews:

The week of 12th August 2024