

STEWARD TO THE ARK

JOB DESCRIPTION

SPECIFIC RESPONSIBILITIES

Ark Caretaking:

Being an Ambassador for The Ark
Open and close for lettings including setting up and clean/clear after
Ensure clients have all they need and know how everything works
Ensure clients have an emergency contact number
Ensure all kitchen equipment is clean and in good condition
General clean and tidy in and around The Ark, including outside areas
Keep The Ark and Parish Council notice boards up to date
Window cleaning internal
Change light fittings
Adjust time clocks
Read meters
Test water as per schedule
Check Fire Signs etc., as per schedule
Check all stock as requested
Placing order for cleaning stock and light bulbs with office
Completion of timesheets

Maintenance:

Painting as requested
Check round building for damage or anything in need of attention
Strim grass areas
Clear weeds
Some gardening work
Litter picking on recreation ground
Empty cigarette bin at bus shelter

Other duties:

Place notices on Village Notice Board as requested by office
Set timer for outside court and switch on / off as per bookings
Put nets up on court as needed
Grit footways, entrances to The Ark and Mount Lane footpaths
Other work as directed by office / council

The person appointed will be accountable to the Council but on a day to day basis will be directed by the Council's Officers.

Person specification:

E = essential D = desirable

- E Enthusiastic
- E Self Motivated
- E Flexibility
- E Commitment
- E Presentable appearance
- E Good communication skills
- E Ability to prioritise and organize own workload to meet deadlines
- E Attention to detail
- E Ability to work with others and alone
- E Positive attitude - willing to assist others
- E Patience, common sense and a sense of humour
- D General 'home maintenance' abilities
- D Gardening Knowledge
- D 1st Aid qualification
- D Car driver
- D Basic computer skills
- D Awareness of Health & Safety requirements (training can be provided)

Please note:

The hours The Ark is open are 8 am to 11 pm Sunday to Thursday and 8 am to midnight Friday and Saturday. The hours you will be required to work will therefore fall between those times depending on the bookings for each day. Late night bookings, such as parties, are only booked occasionally.