

# STEWARD TO THE ARK JOB DESCRIPTION

## SPECIFIC RESPONSIBILITIES

### **Ark Caretaking:**

Being an Ambassador for The Ark  
Open and close for lettings  
Ensure clients have all they need and know how everything works  
Ensure clients have an emergency contact number  
Set up for each letting  
Clean and clear after each letting  
Ensure all kitchen equipment is clean and in good condition  
Showing prospective hirers around  
Clean outside changing rooms and empty litter bin adjacent  
Empty cigarette bins at The Ark  
Sweep emergency steps  
Washing and ironing  
Keep The Ark internal and external notice boards up to date  
Window cleaning internal  
Move stage blocks between floors as needed  
Move tables between floors as needed  
Move china between rooms as needed  
Change light fittings  
Adjust time clocks  
Read meters weekly  
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 Councils 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 1<sup>st</sup> 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.