

Site Caretaker Job Description

Job Purpose

To be responsible for the day-to-day upkeep and general maintenance of TBTL premises, ensuring a safe, secure and presentable environment for staff, visitors and contractors.

General ownership of day-to-day maintenance tasks and the completion of planned preventive maintenance PPM, along with documentation ensuring the building remains safe presentable and compliant.

Hours of work






16 hours per week, pro rata /£12.60 per hour

Site Caretaker (General maintenance person)

- To work closely with the facilities and maintenance manager, and production team, to ensure maintenance tasks are addressed promptly, ensuring appropriate action can be taken, minimising business disruption
- Combat maintenance tasks, but understand when further input is required
- You will be responsible for planned preventative maintenance (PPM) documentation, carrying out building checks by walking around the building, ensuring TBTL is compliant in areas outlined in the documentation.
- General overview of the exterior of the building, ensuring walkways are clear and free from obstruction, general building observations.
- Salting walkways during cold weather spells
- To attend and assist weekly fire alarm tests with the facilities and maintenance manager
- To conduct meter readings and record findings.

Administration

- Completion of PPM documentation, and accurate record keeping of such documentation.
- To complete mandatory training which may involve e-learning
- To ensure accurate records of completed maintenance tasks are maintained.
- Meter reading information

 **017687 74411**
 **THEATREBYTHELAKE.COM**
LAKESIDE, KESWICK, CUMBRIA, CA12 5DJ
     **TBTLAKE**

Cumbria Theatre Trust is a Company Limited by Guarantee.
Registered Office: Theatre by the Lake, Lakeside, Keswick, Cumbria CA12 5DJ
Registered in England Number 1874868. Registered Charity Number 516673.
VAT Registration Number 945 7405 03.

Safety and Compliance

- To understand health and safety within the workplace and to ensure the health and safety of yourself and others is maintained, to report health and safety concerns appropriately.
- Theatre building and site are maintained and issues resolved promptly

Other Duties & Responsibilities






- Undertake any other duties that may be reasonably required in connection with the position, as a member of a small and collaborative organization
- Engage with internal communications and stay abreast of organisational updates and developments
- Support of uphold Theatre by the Lake's commitment to inclusivity and sustainability
- Adhere to Theatre by the Lake's Safeguarding Policy including the reporting of any issues of concern in accordance with procedure

DBS Certificate

You are not required to hold a DBS certificate within this role but must be willing to obtain this should Theatre by the Lake consider that this is a reasonable requirement for your role

Person Specification

- Previous experience working within a maintenance role
- Basic computer knowledge, and applications.
- Knowledge of BMS systems, though not exclusive as training will be provided
- Excellent communication and inter-personal skills
- Use your own initiative

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