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**Dance City Job Description**

## **Janitor**

Based at: Dance City, Newcastle upon Tyne

Responsible to: Finance Director/joint CEO

Responsible for: None at present

Staff as assigned/ appointed

Key relationships (internal): Finance Director/joint CEO, Dance City staff team

Key relationships (external): Dance City cleaning contractors

Purpose: To carry out janitorial tasks to keep the Dance City building and its surrounds fully functioning and in pristine condition

To deliver excellent customer service to all users of Dance City in line with our values

To be part of a team which ensures that the building is always prepared and of a standard which enables further income generation at all times

To liaise effectively with any external Dance City contracts as required – in particular the contract cleaning company

To prepare Dance city spaces for whatever usage is required

Hours:20 hours per week

Salary: £18,720 pro rata’d (£9,360 actual)

Overtime: Overtime payments are not made. Time off

in lieu is provided

Expenses: Travel during the course of Dance City

business will be reimbursed and mileage paid

at the current Dance City rate.

Probationary period: 6 months

Notice period: Statutory notice periods apply

# Key Responsibilities

**Building Maintenance**

Inspect the fabric of the building both internally and externally (walls, ceilings, floors, doors, roof etc.) on a daily basis and to submit a log of all defects found with details of actions to be taken, at least on a weekly basis

To inspect and repair fixtures and fittings within the building and externally (sinks, taps, door furniture, light bulbs etc.) on a daily basis and to submit a log of all defects found with details of actions to be taken, at least on a weekly basis. Includes replacing toilet rolls and other daily replenishables

To inspect the building plant both internally and externally on a weekly basis and carry out any required or scheduled maintenance as per the maintenance schedule and to contact relevant maintenance companies as required to arrange repairs

To test the fire system and spoke curtain as per the maintenance schedule

To carry out any cleaning, both internally and externally as may be required – on an ad-hoc basis

To set up any rooms/ spaces as required

To carry out health & safety checks on the building on a daily basis and report any concerns

To ensure that the building is safe and secure in its operation, ensuring building protocols are maintain at all times

Provide outstanding customer care at all times

## **Person Specification**

Very strong and proven attention to detail

Outstanding and proven maintenance and handyperson skills

Excellent communicator

Excellent timekeeping

Proven ability to multi-task and problem solve

Ability to work closely and effectively in a team but with the ability to also work independently when required

Support the vision for Dance City and contribute to creative thinking

Able to positively demonstrate the Dance City values

Positive relationship builder both internally and externally

To maintain clam in a busy and pressured environment

Understanding of health and safety requirements for a public building

Willingness to work unsocial hours

**Experience**

Experience of janitorial working within similar sized buildings or complex environments

**Personal Competencies**

A demonstrable passion for working strategically across an organization

Willingness to be a team player and with the ability to work on own initiative

Very strong communication skills

Creative and lateral thinking

Patience and confidence in your ability

Outstanding attention to detail