

## Position: Caretaker/General Operative of Solstice Arts Centre/Swift Cultural Centre

**Responsible to:** General Manager

40 hours per week (between Trim and Navan)

### Duties:

- To maintain both centres and surrounding grounds to the highest standards of cleanliness and tidiness
- To supervise and monitor maintenance, I.T., and cleaning contractors in the building
- To undertake maintenance work around both centres including green-keeping and cleaning
- To support the visual arts production team in the preparation and maintaining gallery spaces
- Set up of equipment and preparation of different areas for various meetings and classes
- To supervise the collection of refuse and recycling at both centres
- To liaise with the Front of House Manager with regard to Health & Safety procedures
- To be responsible for the security of the building including opening and locking each centre
- To check fire alarms weekly, security systems and keep appropriate records
- To supervise deliveries to each centre and assist in their transport
- To maintain inventory of Maintenance supplies and requisition
- To keep a schedule of weekly, monthly and annual maintenances records
- To regularly report on matters in relation to maintenance of both centres
- To be compliant and knowledgeable with Health & Safety, fire, emergency evacuation and child protection policies for Solstice Arts Centre & Swift Cultural Centre
- To contribute and adhere to Climate Action initiatives and policy at both centres
- To receive and deliver post
- To assist Front of House in the stocking of the bar
- To comply with in house systems and policies and procedures at all times
- To work as part of the wider Solstice Arts Centre & Swift Cultural Centre team in contributing towards the objectives of the organisation and to carry out other tasks commensurate with the general level of the responsibility of this post

### Requirements

- Ability to work between both Solstice Arts Centre in Navan and Swift Cultural Centre in Trim
- Relevant experience in general maintenance work
- Candidates must have IT Skills
- Be available to work weekends and night-time (occasional)
- Interpersonal and written and verbal communication skills
- Ability to work effectively within an established team environment and equally on own initiative
- Excellent problem-solving abilities
- It is desirable that candidates will also have First Aid qualifications or other Health & Safety certification

### Candidates should

- Be a team Player
- Motivated and positive
- Attentive to detail in relation to quality

For queries/to apply email: [info@solsticeartscentre.ie](mailto:info@solsticeartscentre.ie) by July 10th, 2024. Please include your Curriculum Vitae and Cover Letter in your application.