

Post Title: Janitor /Handy person - Fisherrow Centre

Working Pattern: 15/16 hours per week to be worked flexibly over Saturdays and Sundays depending on the demands of the Centre programme

Grade: £8.75 per hour

Hours: Negotiable between 15 and 16 hours per week

Holiday entitlement: 10 working days (equivalent to 5 weeks)

Location: Fisherrow Centre in South Street, Musselburgh is the main location but the postholder may, on occasion, be required to assist the Trust with activities outwith the Centre

Responsible to: The Board of Trustees

Post Objective: To provide efficient and effective janitorial support to the Trust buildings at weekends including ensuring that the safety, security and general appearance of the buildings and that surrounding areas are maintained in accordance with the required standards, that rooms are set up and prepared for Centre activities and that energy systems operate at optimum efficiency.

Other Considerations: The postholder will be expected to observe safe working practices in line with current Health and Safety legislation (including COSHH regulations for which training can be provided)) in carrying out the required duties and ensure that instructions specified by technical consultants, contractors and manufacturers are adhered to.