

**Arnos Vale Cemetery Trust**  
**Job Description: Caretaker (Part-time)**

Job Title:	Caretaker
Managed by:	Estate Manager
Location:	Arnos Vale Cemetery, Bath Road, Brislington, Bristol, BS4 3EW
Hours:	15 hours per week Friday and Saturday, although this may vary due to operational needs.  The post holder may be required to attend the occasional incident out of hours
Contract:	Permanent
Salary:	£23,292 per annum pro rata; £9,317 actual for 15 hours/week

Arnos Vale is a special place which people love to visit; a fascinating site, full of memories, culture, history, nature, wellbeing and events. On any day of the week, the site can attract a large number of visitors for a great variety of reasons: from those visiting a family grave, to others who want to explore the history of Victorian Bristol, or just sample the wares of the café. The cemetery is free to enter and visitors can explore it with guidebooks and leaflets. People regularly use the site for leisure, commuting and exercise. As a not-for-profit organisation, all our income is put back into preserving, enhancing and developing this special place.

We're a small team, so we all help each other out and regularly need to react to changes to ensure that the site operates efficiently and safely. As Caretaker, you will work independently and with colleagues to clean and maintain the fantastic resources to a high standard. You will need to be an active and energetic team member who is adaptable to change and is enthusiastic about this unique site. You will need to take real pride in your work, be comfortable with regular and repetitive cleaning, and able to carry out some other practical maintenance tasks. We'd love to find someone who is passionate about this place at the heart of the community.

**Main Purpose of Post:**

- To respond efficiently to the need for basic general maintenance and cleanliness throughout the Cemetery including its buildings and help deliver the building maintenance plan.
- To prepare buildings ready for event hire to meet customer needs and work collaboratively with our Enterprises team (events, café and shop).
- To respond to other duties as required by the Estate Manger

## **Duties and Responsibilities**

This job description only contains the main accountabilities relating to this post and does not describe in detail all the duties required to be carried out:

1. Keep the public buildings and general offices in good, clean working order including: daily toilet cleaning, regular floor cleaning, recycling and rubbish clearance, general cleaning duties as agreed with line manager
2. Prepare and set up rooms and site ready for events and private hire. Clear away after the events in a timely manner and turn round ready for the next event. This will include moving furniture, setting up equipment, cleaning, site signage and car parking arrangements for funerals, weddings and other busy public events
3. Carry out general DIY and maintenance as required such as painting, decorating, replacing light bulbs, minor repairs
4. Open and close the Cemetery site to the public
5. Be responsible for the maintenance and safe operation of the front gates
6. Assist with carrying out regular compliance inspections and check systems are in good working order, including emergency lighting, fire systems, CCTV, water temperature testing.
7. Liaise with contractors carrying out specialist work
8. Assist other team members, including facilitating at funerals, weddings and other private and public events or incidents, as required
9. Ensure that tools and equipment are maintained and stored appropriately to meet operational and health and safety requirements
10. Abide by current Health and Safety regulations and work in a way that is consistent with AVCT's health and safety policy and procedures to meet current legislation, regulations, procedures and policies of the AVCT. Report any non-compliance immediately to the Estates Manager
11. Respond to other duties as required by the Estate Manager

## Person Specification

	Essential Criteria	Desirable Criteria
Skills and Experience	<p>Recent experience of cleaning public buildings, toilets and offices to a high standard</p> <p>Experience and skills in general building maintenance, painting, decorating, minor repairs.</p> <p>Good time management and organisational skills with the ability to manage a busy and varied workload whilst responding flexibly to immediate priorities</p> <p>Able to communicate well with a wide range of people, who will be at the cemetery for many different reasons and with different needs e.g school visits, people under emotional stress, dog walkers, contractors, tourists</p> <p>Methodical worker, with good attention to detail</p> <p>Working knowledge of health and safety legislation.</p>	<p>Experience in the testing of systems such as security, fire alarms, water temperature etc</p> <p>Skilled in maintaining tools and equipment</p> <p>Experience of setting up rooms ready for events and setting up equipment.</p> <p>Experience of working within the limitations of a listed building</p> <p>Current First Aid qualification</p> <p>Knowledge of COSHH regulations</p> <p>Full UK driving licence</p>

<p>Personal Qualities</p>	<p>Motivated to take pride in the work, to maintain the buildings to a high standard for our visitors</p> <p>Able to manage a physically demanding role.</p> <p>Able to accurately follow and implement instructions</p> <p>Self-motivated and able to work unsupervised as well as part of a team</p> <p>Sensitive to varying needs of the different visitors and comfortable working in the cemetery</p> <p>Able to work as part of a team and respond positively and flexibly to the needs of other team members</p> <p>Willingness to adopt and promote the values, objectives and policies of Arnos Vale Cemetery Trust</p> <p>Willingness to undertake training</p> <p>Approachable, adaptable, happy to help</p> <p>To be willing to work outside in all weather conditions, if required.</p> <p>Comfortable working in a Cemetery</p>	
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**How to apply**

Please send your CV and a supporting letter, complete the Arnos Vale Cemetery Trust Equality and Diversity monitoring form and send everything to [nick.bull@arnosvale.org.uk](mailto:nick.bull@arnosvale.org.uk)

Closing date: 25<sup>th</sup> September

Interviews: week commencing 30<sup>th</sup> September