

WINDERMERE JETTY

Museum of
Boats, Steam and Stories



HOUSE KEEPER – WINDERMERE JETTY Museum of Boats, Steam and Stories Recruitment Information

Closing Date: 14 January 2019

Interview Dates: w/c 21 January 2019

Contents:

- Introducing Lakeland Arts
- Job Description
- Person Specification
- How to apply and selection process

www.windermerejetty.org

www.lakelandarts.org.uk

INTRODUCING LAKELAND ARTS

Windermere Jetty Museum of Boats, Steam and Stories

We're delighted that you're interested in joining the dedicated team at Lakeland Arts as House Keeper at Windermere Jetty Museum of Boats Steam and Stories (Windermere Jetty).

Lakeland Arts is one of the most remarkable arts and heritage organisations in the North and has an exceptional portfolio of attractions in an area of outstanding natural beauty – and England's newest UNESCO World Heritage Site celebrating our incredible Cultural Landscape.

At a time when we're to grow significantly by opening Windermere Jetty as a world-class visitor attraction, it's really important we recruit people with a passion and enthusiasm for what we do and what we want to achieve.

At Lakeland Arts, we come from all walks of life, backgrounds and interests, but we have one thing in common – connecting people with outstanding art and heritage in our breathtaking world-class cultural landscape.

So, to Windermere Jetty Museum of Boats, Steam and Stories. We'll open our doors to the visitors in Spring 2019 following a major capital investment and we're really very excited! This will be the most significant new heritage visitor attraction in the North.

The Museum is in the final stage of construction on an incredible lakeside site on Lake Windermere close to the centre of Bowness. It will offer a range of activities for visitors including displays telling the history and stories of the boats and the people who built and used them, a publicly viewable conservation workshop where boats will be conserved and restored, a beautiful boathouse with boats on the water and high-quality visitor

facilities including a café with the best views of lake and fells. Don't just take our word for it, you need to come and see it for yourself.

So, what is it like working for Lakeland Arts?

You'll work in some of the most beautiful buildings, venues and locations in Cumbria and you can expect to feel a real sense of pride in the job you do, every single day.

We want to enable you to learn, discover and develop your career here at Lakeland Arts. We'll do everything we can to support you and your development so that you can achieve your goals.

We're really proud of where we are and who we are, and our continued success depends on the contribution and expertise of every individual we employ.

If you work for us, you can expect a fair salary together with a benefits package befitting an arts trust, which we are currently finalising to ensure we are an employer of choice in the region.

We welcome your application and wish you every success with it.



Gordon Watson
Chief Executive, Lakeland Arts

JOB DESCRIPTION

Job Title:	House Keeper (Part-time)
Salary:	£8.25 per hour. Part time hours available
Location:	Windermere Jetty, Museum of Boats, Steam and Stories with occasional cover at other Lakeland Arts sites
Reporting to:	Windermere Jetty Manager and Deputy Manager
Line Management:	Not applicable to this role

Purpose and key objectives

As a House Keeper at Windermere Jetty you'll ensure that the cleaning and general housekeeping service on site is undertaken in an effective and professional manner. You'll maintain excellent standards of care for the internal and external areas, ensuring that they are clean, tidy and well presented to visitors at all times.

Key responsibilities

- General cleaning of the public and administrative areas of the building, ensuring that high standards of cleanliness and hygiene at all times.
- Cleaning the public and staff toilets on a regular daily basis.
- Controlling of waste, including removal of waste and recycling.
- Prioritising cleaning duties to ensure public areas are cleaned prior to being open to the public.
- Reporting anything in need of repair or replacement to Manager or Deputy Manager.
- Monitoring the stocks of cleaning consumables and reordering as necessary.
- Ensuring, in conjunction with Manager and Deputy Manager, that adequate security is maintained at all times in line with Lakeland Arts' Security policies and procedures.
- Ensure compliance with the Lakeland Arts' Health & Safety and Fire Safety Policies, by working safely and efficiently at all times; using protective equipment and devices provided and by reporting defects in such equipment if they occur.

General Accountabilities

All roles will have responsibilities relating to the opening and closing procedures of each area and for the health and safety procedures for each area.

This job description outlines the principal responsibilities and duties of the post holder - it's not meant to be, nor is it, an exhaustive list of specific responsibilities and duties. The post holder will be expected to undertake any other duties which could reasonably be expected as being within the remit of the post and which arise out of changes of legislation, regulations, orders, rules and working practices, methods and procedures and reviews, as directed from time to time.

Additional Information

The post holder will be required to do weekend working. As a key member of staff the post holder will be required to work around scheduled events, particularly those connected with responsibilities of the post.

The post is on a part time basis, with seasonally adjusted hours:

- 16 hours per week over four days (April to September)
- 10 hours per week over five days (October to March)

Health and Safety

The post holder is required to carry out the duties in accordance with Lakeland Arts Health and Safety policies and procedures.

Diversity

The post holder is required to have due regard to equal opportunities at all times, and to work in a fair and reasonable manner towards all people, ensuring service standards are maintained for all cultures.

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
Experience	
<ul style="list-style-type: none"> • Experience operating cleaning equipment, machinery and operation / service requirements • Experience managing usage / issue of and ordering of cleaning and housekeeping supplies • Receiving orders from suppliers 	<ul style="list-style-type: none"> • Understanding of specialist cleaning equipment and environmental controls within an arts and / or heritage environment • Working with the general public
Knowledge	
<ul style="list-style-type: none"> • Awareness of, and the ability to use, IT equipment • Understanding of COSHH datasheets relating to cleaning products • Awareness of public health and safety when cleaning and use of appropriate signage 	<ul style="list-style-type: none"> • Interest in heritage and arts • Interest in boats and boating
Skills	
<ul style="list-style-type: none"> • Ability to follow product instructions and to measure out cleaning products • Ability to work under own initiative without supervision • Ability to undertake regular moving and handling, lifting, carrying and bending (subject to DDA modification where necessary) • Good interpersonal and communication skills 	<ul style="list-style-type: none"> • Ability to learn new information quickly
Qualities	
<ul style="list-style-type: none"> • Attention to detail • Reliable and punctual • Enthusiastic • Customer facing 	<ul style="list-style-type: none"> • Proactive self-starter
Qualifications	
<ul style="list-style-type: none"> • None required as full training will be given but post-holder must be able to understand written and spoken instructions in English 	

HOW TO APPLY AND THE SELECTION PROCESS

Please complete an application form, which is available to download from the Lakeland Arts website www.lakelandarts.org.uk/jobs in Word and PDF formats. You may attach a letter but please don't send photographs. Sorry, but we don't accept CVs.

In completing your application, please tell us how you meet the essential qualification, experience, skills and qualities outlined in the Person Specification. We'll assess how you meet these criteria through the application form and assessment tasks. When completing your application please ensure you indicate your availability for work, in terms of both days and hours.

We'll let you know what to expect from the assessment day if you're shortlisted to come along.

Deadline for receipt of applications

This vacancy closes 9am on Monday 14 January 2019. We won't be able to assess any forms received after this time.

Your completed application form should be returned by one of the following methods:

By email: Please email jobs@lakelandarts.org.uk

Our email servers aren't able to accept emails larger than 10MB.

By post: HR, Lakeland Arts, Blackwell, The Arts & Crafts House, Bowness-on-Windermere LA23 3JT

Acknowledgement of receipt

All applications will be acknowledged when we receive them.

Interviews

Interviews will be held w/c 21 January 2019.

If you would like to have an informal discussion about this job role, please don't hesitate to contact Helen Tappenden, HR Manager, on 015398 88055.