

JOB DESCRIPTION

TITLE: Janitor

SALARY: £19,161 (pro-rata)

LOCATION: Cnoc Soilleir, Daliburgh, South Uist HS8 5SS

DATE: January 2022

REPORTING TO: Centre Manager

HOURS: 15 hours per week

INTRODUCTION:

Cnoc Soilleir is an exciting joint venture between Ceòlas Uibhist and Lews Castle College UHI (LCC/UHI). The working language of Cnoc Soilleir is Gaelic, and candidates will generally need to be competent in spoken Gaelic. The project will establish a new focal building at Cnoc Soilleir in Daliburgh, with facilities that have been designed to meet the needs of both LCC/UHI's educational programmes, and Ceòlas' community-led activities around Gaelic language learning, heritage, culture, music and dance.

JOB PURPOSE:

The care and maintenance of Cnoc Soilleir building and grounds as directed.

RESPONSIBILITIES:

- Being a key holder and being responsible for the opening and closing of the building;
- Undertake authorised reactive minor maintenance such as painting, changing light fixtures and ensuring the general upkeep of the building;
- Monitoring and documenting security and safety systems and procedures;
- To undertake specified roles to assist in fire safety in line with the Fire, Safety, Prevention and Emergency Evacuation Policy i.e. daily end checks and monthly emergency light tests;
- Inputting of data into water quality record logbooks as part of Health & Safety requirements into Water Quality;
- Carrying out general grounds maintenance and landscaping;
- Undertaking general portage duties as required, including moving furniture for the setting up of areas for events, performances, exams, meetings;
- Reacting to call out by alarm call response centre in the event of an intruder or fire alarm activation;
- Be an Emergency First Aider at Work following training and ensure currency of qualification by attending refresher courses as required;
- Carry out periodic security checks during close-door periods;
- In the event of snow and frost, the clearing of pedestrian access within the grounds and surrounding areas, applying rock salt on paths, outside steps etc in adverse weather conditions, ensuring all emergency exit routes / doors are clear of ice and snow prior to the premises being occupied in the morning

PERSONAL AND PROFESSIONAL DEVELOPMENT:

Create, maintain and enhance good working relationships with students and colleagues. Contribute to the identification of your own professional development requirements

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MONITORING AND EVALUATION:

Agree annual targets for your own work and contribute fully to the monitoring and evaluation of those targets.

HEALTH AND SAFETY:

Take reasonable care for the Health and Safety of yourself and others affected by your acts or omissions at work. Cooperate with Cnoc Soilleir to enable any statutory provisions to be performed under Section 7 of the Health and Safety at Work Act 1974.

KNOWLEDGE AND EXPERIENCE OF THE POST HOLDER:

The post holder must have knowledge of buildings and grounds maintenance and have previous relevant experience as a janitor or equivalent. Any necessary training, as agreed with your line manager, will be provided.

Spoken Gaelic is essential, fluent or competent learner

ADDITIONAL INFORMATION:

This is a description of the job as it is at present constituted. It is the practice of Cnoc Soilleir periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is Cnoc Soilleir's aim to reach agreement to reasonable changes. As a term of your employment you may be required to undertake such other duties as may reasonably be required of you commensurate with your grade/level in Cnoc Soilleir.