

## **ROLE DESCRIPTION**

### **Site Maintenance assistant**

**Clearing, cleaning, repairs, decorating** etc inside and outside.

#### Times

Various times = Monday – Friday out of season (October – April) and Monday - Sunday in season (May – September).

#### Frequency

Volunteers can give a regular commitment or be called on when needed for tasks to prepare the site for specific events or to develop special projects.

#### Location

On all parts of the site

#### Access

Main entrance in Beaulieu Drive. Vehicles may be parked in the visitor car park.

#### Duties

1. To assist the Royal Gunpowder Mills staff in keeping the site well maintained & presentable to provide a safe environment and a high quality visitor attraction. Duties could involve working inside or out of doors, where the need arises.
2. To help maintain a clean and tidy environment, including litter picking and emptying rubbish bins, sweeping boardwalks & surfaced paths and clearing ensuring everywhere is safe, clean and tidy.
3. To carry out minor maintenance repairs and painting/decorating.
4. To carry out other appropriate duties from time to time.
5. To be prepared to engage with the visitors in a friendly and helpful manner.
6. To feedback comments, favourable or otherwise, to the Duty Manager.
7. To be vigilant and, when necessary take appropriate action to ensure the safety of all on site and the security of facilities and contents.
8. To ensure that all work is carried out in accordance with the Companies Health and Safety Policy and other relevant policies.

### Skills/interests/attributes required

1. The ability and willingness to work out of doors.
2. Practical maintenance experience and some basic DIY skills.
3. A positive interest in the Royal Gunpowder Mills site and an understanding of the priorities and aims of RGM.

### Desirable Skills/interests/attributes

1. Particular skills e.g. plumbing, electrical, painting, decorating.
2. Experience in working with relevant tools/machinery.
3. To be physically able to carry out work on any part of the site.