



POSITION DESCRIPTION

Caretaker – Arts Precinct

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| Incumbent: | VACANT |
| Department: | Arts & Culture |
| Reports to: | Performing Arts Coordinator |
| Employment Status: | Fulltime |
| Award Classification: | Band 2 |
| Prepared by: | Human Resources Business Partner |
| Approved by: | Chief Executive Officer |

Position Summary

The Caretaker is responsible for the maintenance, security, and overall care of the Arts Precinct, ensuring it remains a welcoming, safe, and accessible space for artists, visitors, and community members. The caretaker plays a crucial role in preserving the integrity and cleanliness of the facilities and supporting smooth operations across multiple venues, including galleries, studios, public toilets and performance spaces.

Key Responsibilities

- Conduct daily inspections of all buildings within the precinct to identify repair needs and safety hazards.
- Ensure all areas are thoroughly cleaned, sanitized, and presentable according to the specific requirements of each venue.
- Execute both regular cleaning tasks (e.g., mopping, dusting) and periodic deep cleaning to maintain long-term cleanliness.
- Work with minimal supervision to carry out a broad range of tasks.
- Perform routine maintenance tasks, such as minor repairs, touch-ups, and equipment upkeep, to ensure facilities are operational.
- Report equipment failure, maintenance requirements, damage, and security issues.
- Respond to emergencies, manage situations calmly and effectively, and liaise with emergency services when necessary.
- Attend to the arming of security systems where required ensuring that facilities are restricted to the public outside working hours and after functions.
- Arrange or dismantle items such as tables, chairs, and other furniture as required, using safe handling practices.
- Assist with the bump in and out of events, exhibitions, and performances, ensuring facilities are clean and ready for events and restore spaces to their original condition post-event.
- Serve as a friendly, helpful point of contact for artists, visitors, and community members within the precinct.
- Provide information about the precinct, upcoming events, and facilities when required.
- Promote an inclusive environment that fosters creativity, accessibility, and a positive experience for all.
- Support sustainability initiatives by managing waste disposal, recycling, and energy-saving practices.
- Ensure compliance with Council's Risk Management Policy, Risk Management Framework and OH&S Policy.
- Observe all policies and procedures of Council.
- Any other duties as required within the scope of the position.



POSITION DESCRIPTION

Accountability & Extent of Authority

- Accountable for the provision of a clean and safe environment for colleagues, visitors, customers, and the community.
- Accountable for providing general maintenance to Council owned or maintained buildings and facilities as required.
- Responsible for providing efficient and courteous service to customers at all times.

Judgement & Decision Making

- The freedom to act is governed by clearly defined procedures, policies, and practices of operation as established by Ararat Rural City Council.
- Ability to resolve minor problems that relate to an immediate task.
- Guidance and advice are always available.

Specialist Knowledge & Skills

- An eye for detail and being proactive.
- Knowledge of cleaning chemicals, proper storage, and disposal methods.
- Self-motivation and the ability to identify and complete needed tasks without direct supervision.

Management Skills

- The ability to work under minimum supervision.
- The ability to set priorities, organise, and complete duties in an efficient and effective manner.
- During peak times some flexibility with workplans may be required.

Interpersonal Skills

- Good communication and time management skills.
- Effective customer service skills.
- Reliable and well presented.

Qualifications & Experience

- Knowledge of commercial cleaning practices, including methods, equipment, materials, and chemicals
- Demonstrated ability to be self-motivated, perform duties in a reliable and enthusiastic manner, working as an individual and in a team environment.
- Demonstrated commitment to providing a high level of customer service.

Special Characteristics

- This position will may involve weekend and evening work according to a roster under the provisions of Award Clause 18.3.1 – Community Services Staff.

Position Approval

| | Signed | Date |
|---|--------|------|
| Acknowledged by Employee | | |
| Approved by the HR Business Partner | | |
| Approved by the Chief Executive Officer | | |