

PART-TIME PROJECTIONIST, MAINTENANCE CARETAKER JOB DESCRIPTION

Salary: £25,428 per annum (pro-rata)

Personal Requirements

A hard-working, honest, dependable, self-motivated person to act as caretaker and projectionist with 2 regular shifts Mondays and Tuesdays or Thursdays and additional hours as required by the programme.

Duties and Responsibilities

Cinema Projection

Full training provided

- To oversee the projection of film.
- To keep a clear calendar of screenings and ensure all films are downloaded and ready for screening.
- To keep all trailers and pre screening materials up to date.
- To work with the manager to ensure maintenance is booked and documented.

Security

- Opening and closing, unlocking and locking of building when required, including evening/ weekend use at times arranged by your manager.
- Setting and resetting of alarm system when required.
- Checking and securing the premises subsequent to out of hours intruder alarm activation. Responding to, and resetting of, the alarm, liaising with the police and alarm company.
- Overall security of the premises including the locking of all windows and doors after use.

General Care

- Upkeep and general care of the building, inside and outside, including cleaning prior to and after events.
- Facilitating hires as required - opening, closing and general duties
- Preparation of rooms as required, moving chairs/ tables and removal and setting up of Auditorium seating.
- Ensure that clear passage is maintained on fire escape routes
- Regular check of roofs for pooling, debris, plant growth etc.
- Health and Safety, identifying and addressing any hazards.
- Flushing taps and toilets and water dispensers for legionella prevention

General Maintenance & Cleaning

- On Occasion - cleaning of key areas including toilets.
- Carrying out minor repairs to property, fixtures, fittings and equipment, which are not beyond the scope of an unskilled handyperson.
- Painting and general decoration of the building.
- Ceiling tile management, ensuring the tiles in the ceilings are situated properly.
- Drawing the attention of your manager to any repairs or maintenance work, which is beyond the competence and responsibility of Caretaking staff.

Management

- Using appropriate PPE for all tasks and situations
- Oversee Volunteer Stewards
- Act as meet and greet for fayres and meetings as and when required.
- Take responsibility for duty managing the building when required.
- Any other work requested by, and deemed appropriate by your manager
- Undertaking such skills training as may be required to fulfil your functions.

Hours of Work

The Pavilions Teignmouth will guarantee a minimum of 14 hours per week. However, variations to these times may be necessary on certain occasions when meetings, building work, functions or events are held. Any variation will be notified in advance by your manager.

There will be an entitlement to 25 days holiday- pro-rata

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Closing Date: Friday 26 June 2026

Interview date: 30 June 2026