



Cleaner

A self-employed fixed term position at Forgan Arts Centre in North-East Fife.

This role is suitable for someone with experience in cleaning or housekeeping. The role includes cleaning working artist studios and specialised working due to the equipment and materials we use.

- Job title:** Cleaner
Status: This is a self-employed/freelance position.
Salary: £15 per hour
Term: This is a fixed term position from Monday 17 August-Monday 7 September.
Hours: This is a part time role of 2 hours per day.
Location: Forgan Arts Centre which is in Newport-on-Tay, North-East Fife.

About Forgan Arts Centre

Forgan Arts Centre sits on the edge of the village of Newport-on-Tay in North East Fife. It is a community-led arts centre delivering creative activities for the people of Fife, and beyond. Our programme includes art and craft classes, workshops, artist-led projects that respond to community need, artist commissions, residencies, placements, and public events. We provide allotments, artist studios, and professional making facilities. We have on-site accommodation in the Gardener's Cottage. Through diverse creative practices, we work with artists while listening to our communities to address individual and collective challenges that resonate locally and globally. We are a part of the local ecology providing access to creativity and a site for the exploration and understanding of the natural environment. We provide a warm welcome and take an approach to accessibility that supports individual need.

Cleaning Staff

Cleaning staff at Forgan Arts Centre are an integral part of ensuring the smooth running of the organisation and creating a warm, welcoming, accessible and safe environment for our visitors.

With a busy programme of classes, workshops, projects, and events running Monday-Saturday, 49 weeks of the year, the building is well used. The programme supports the development of specialised art forms including pottery, upholstery, painting, stained glass, and drawings. This means a particular approach is required to ensure rooms are safe to use.



Cleaner

Duties include:

- Opening and closing the building as per procedure.
- Cleaning the studios as per the schedule. Including specialised tasks in the pottery, Stained Glass/Upholstery Studio, and main space.
- Cleaning the shared spaces including toilets, kitchen, reception, and office spaces as per the schedule.
- Taking refuse to the bin and bringing the bins to the bottom of the driveway.
- Refilling hand towels, toilet roll, and hand soap.
- Monitoring of cleaning materials and stock, requesting purchase of materials as required.
- Seasonal 'deep cleaning' tasks including windows, steaming carpets, descaling, and polishing woodwork.
- Checking the paths, drive, and carpark for rubbish.
- Reporting of any damage, repairs, or issues with the estate to centre staff.
- Following the centre's Health & Safety Policy, Environmental Sustainability Policy and all other policies as required.
- Additional duties as may reasonably requested by the employer. This may include emergency situations.

We are a small team; therefore, all staff are expected to contribute to the smooth running of the centre. This could include moving furniture for an upcoming event, feeding the worms in the wormery, or calling a plumber. Time committed to this is in proportion to contracted hours.

Pattern of Work

This cleaning role is specifically for supporting our events programme and seasonal 'deep cleaning' sessions. This means a minimum of 10 hours of work per week, usually 2 hours per day, Monday-Friday. The scheduling of hours will be undertaken in cooperation with the cleaner to ensure it works around their personal and other professional commitments.

Application

Please get in touch with Director Jennifer White, director@forganartscentre.co.uk if you're interested in the position. Please include CV or short email outlining your experience. Deadline for applications is **Tuesday 4 August**.