



PINCHBECK ENGINE MUSEUM ATTENDANT

(Part time seasonal)

Grade IV

Reporting to Chief Executive

Duties, Tasks and Responsibilities

- To show visitors around the museum giving further information when required.
- To keep the museum clean and tidy.
- Maintain machinery and building at low level.
- Cut grass, strim edges and tidy garden area as and when necessary.
- Complete paperwork – timesheets, sales sheet, diary.
- Ring the office at 11 a.m., 1 p.m. and 4 p.m. (or when ready to leave).
- Report any maintenance issues to office.