

Greyfriars Kirk

Assistant Caretaker (Casual) (updated Feb 19)

Terms and Conditions

Location	Greyfriars Kirk
Reports to	Operations Manager/Duty Manager
Salary	Hourly rate - £9.53/hr (2019)
Annual Leave	12.07% of hourly pay paid in lieu
Pension	Not paid.

Hours As required by Operations Manager/Duty Manager

1 Role Purpose

The Assistant Caretaker (casual) is essential to ensuring efficient operation of the Kirk which is used as a church and host to many other events. He/she will enhance logistic support in preparation for events such as services, concerts and social occasions. Caretakers are usually employed as part of a team. He/she will work with the full time Caretaker or in his absence will report directly to the Operations Manager/Duty Manager. At evenings/weekends you will be paid for a minimum of 4 hours work and taxis fares home (Edinburgh area) will be reimbursed after midnight.

DUTIES

- Cleaning of designated areas in the Kirk sanctuary and other rooms and offices in the building,
- Taking down/setting up furniture including seating, lighting, staging and other equipment,
- Moving 3rd party furniture as required for events,
- Cleaning and preparation of male and female bathrooms,
- Collection and removal of rubbish into the appropriate bins outside,
- Placing hymn books and gift aid envelopes in backs of chairs,
- Other duties as requested by management appropriate to the role.

The assistant caretaker will be proactive to meet the multitude of activities within the Kirk.

2 Expected outcomes for the role by which performance can be measured

- Punctual timekeeping and execution of tasks.
- Clean, safe, and well-presented premises,
- A high level of satisfaction by the congregation, visitors, volunteers and users of the Kirk premises.

3 Key Tasks and Responsibilities

a) *Effective cleaning, preparation and maintenance of premises.*

- Ensuring cleaning and event preparation is carried out to an approved standard as detailed by the Operations/Duty Manager,
- Perform all duties safely and efficiently in compliance with the Kirk's Health and Safety policy.

- b) **Customer Service**
- Ensure a high level of customer care service across the range of Kirk activities,
 - Preparation of rooms for events and meetings on time and to a high standard.
- c) **Other**
- Attend planning meetings as required.
 - Attend relevant training – internal or externally provided.
 - The above is not exhaustive and may include any other reasonable requests in support of GK operations.

Person Specification and Critical Competencies

Critical Competencies	
Ability to prepare facilities for a wide-range of users, Good level of fitness.	Essential Desirable
Technical knowledge/education	
Understanding of Health and Safety legislation, Understanding of COSHH, Ability to undertake basic buildings repair/maintenance.	Desirable Desirable Desirable
Experience required for the role	
Understanding of customer satisfaction, Undertaking basic cleaning techniques, Using high level ladders, platform gantries, Lifting of heavy objects including staging platforms, Experience of working with volunteers.	Desirable Desirable Desirable Desirable Desirable
Aptitude and attitude	
Must be in sympathy with the broad aims of the whole organisation, Ability to work on own initiative to agreed plans and targets Flexibility and adaptability An interest in community activity which promotes inclusion	Desirable Essential Essential Desirable