

Diocese of Brentwood

JOB DESCRIPTION

JOB TITLE:	Part-time Site Manager – Church, Presbytery, Hall
LOCATION:	Epping
RESPONSIBLE TO:	Parish Priest
ACCOUNTABLE TO:	Parish Priest
HOURS OF WORK:	3 hours per week with some flexibility in hours and overtime as and when required (overtime to be authorised prior to being worked). Some evening and weekend work is required.
RATE OF PAY:	£12.00 per hour

OVERALL PURPOSE OF JOB:

- To ensure that the buildings and environment are clean and safe, correctly arranged and to assist with the smooth and efficient running of the parish premises.
- To effectively manage the routine cleaning with some maintenance and health & safety of the parish premises of the Catholic Parish of the Immaculate Conception Parish and grounds
- To maintain and clean the parish premises to ensure these are in an excellent condition which meets Health and Safety requirements and enables appropriate use of our facilities.

MAIN RESPONSIBILITIES:

Hall Hire

1. Monitor hirers leave the hall tidy and arrange furniture and equipment as required for each hirer/user,
2. Monitor hirers return the hall to the standard layout once hirer/user has left (or if appropriate set up ready for next hirer/user) and make sure that all equipment has been left in situ and in working order.
3. Report any missing items, breakages or damage to the Parish Office at the earliest opportunity.

Building maintenance, Furniture and Equipment

1. Monitor the fabric of the buildings by regular checks both internally and externally for defects, damage or breakdown reporting any major defects to the Parish Office.

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2. Undertake any minor repairs / improvements to the premises within the scope of your qualifications and experience.
3. Carry out tasks to external areas of the premises including routine maintenance, rubbish removal, leaves clearance, gritting, lawn mowing, etc as required and discussed or identified.

Cleaning of Premises

1. Ensure the buildings are cleaned in accordance with the approved specification.
2. Carry out any emergency cleaning.
3. To operate cleaning machinery and ensure tools and equipment are in good working order.
4. During periods when the church premises are not used as much (i.e. school holiday) non-routine cleaning will be undertaken, this might include high level cleaning, deep cleaning, carpet cleaning, lawn mowing, etc as required.

Heating and lighting of the premises

1. Ensure that appropriate heating is provided for each activity in accordance with agreed protocols.
2. Report any problems with the heating, lighting and gas systems to the Parish Office.

Security

1. Ensure that the security of the premises is maintained.

Health and safety

The Site Manager will work alongside the Diocesan health and safety Coordinator and health and safety Representative to:

1. Ensure all required health and safety checks are completed in line with diocesan policy and procedures, that all the findings are accurately recorded using the appropriate system, that all records are maintained and kept up to date. Any inconsistencies or issues of concern are reported to the responsible person.
2. Ensure all emergency exit routes are clearly sign boarded and kept clear of obstruction
3. Coordinate the weekly fire alarm tests, arrange 6 monthly services and periodic fire equipment checks. Accurately record test results and findings. Report any failures or issues of concern to the responsible person.
4. Participate in periodic emergency evacuation tests.
5. During winter months, monitor weather reports and ensure that external areas are gritted in accordance with an agreed plan.
6. Have regard for your own Health & Safety and that of all using the premises and grounds.

Miscellaneous Duties

1. Undertake any other reasonable task requested by the Parish Priest or other such authorised person to allow the efficient running of the premises.

Notes:

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1. You will be expected to produce work to a high standard and to promote quality at all times.
2. You will be expected to adhere to the policies and procedures of the Diocese of Brentwood.
3. The post holder may have access to confidential data. Disclosure of confidential information to any unauthorised person may lead to disciplinary action which could ultimately lead to dismissal.
4. You will be expected to participate in a staff appraisal scheme for yourself and staff you manage where applicable.
5. If you are a member of a professional/regulatory body you will be required to abide by the relevant professional Code of Conduct
6. Smoking is not permitted while on duty or in uniform (where this is worn).
7. Employees must be prepared to work flexibly to meet the changing needs of the organisation.
8. You will need to have a DBS check as children and vulnerable adults will be on the premises.

EQUAL OPPORTUNITIES

The Diocese of Brentwood operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity policies in relation to employment and service delivery.

CHANGES TO THIS JOB DESCRIPTION

1. Any changes to job descriptions must be operationally required and approved with the staff member, line manager and then authorised by the Senior Manager and HR.
2. Master copies of all job descriptions are held on the HR Database, therefore any changes must be sent to HR for review and filing.
3. No changes can be made to generic job descriptions without all post holders being consulted and in agreement with the HR.
4. The above job description does not purport to be an exhaustive list of duties and responsibilities. The post-holder will be expected to undertake additional duties as the requirements of the post change.

Date of Job Description:

Post-holder in receipt and agreement of job description:

Signature

Name (please print).....

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Manager's Signature

Name (please print).....