

# **Greyfriars Kirk**

## **Assistant Caretaker (Freelance) (updated Feb 24)**

### **Terms and Conditions**

<b>Location</b>	Greyfriars Kirk
<b>Reports to</b>	Operations Manager/Duty Manager
<b>Salary</b>	<b>£13.65/hr (2024); time-and-a-half after midnight.</b>
<b>Annual Leave</b>	<b>12.07% of hourly pay paid in lieu</b>
<b>Pension</b>	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. If no public transport available, taxis (Edinburgh area) will be reimbursed after midnight.

### **DUTIES**

- Taking down/setting up concert staging including 2x1m platforms, railings, seating, lighting and other equipment,
- Positioning furniture such as chairs for events such as church or concerts,
- Cleaning of designated areas in the sanctuary and other rooms in the building,
- Assisting moving 3<sup>rd</sup> party furniture as required for events,
- Cleaning and preparation of male and female bathrooms,
- Collection and removal of rubbish into the appropriate bins outside,
- Ensuring gift aid envelopes in backs of chairs,
- Other duties as requested by management appropriate to the role.

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

- Punctual timekeeping and execution of tasks in a safe and efficient manner,
- Clean 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.

#### 4. Training

- a) **Appropriate courses will be provided in health and safety, first aid, heavy lifting and other appropriate disciplines as required.**

#### Person Specification and Critical Competencies

<b>Critical Competencies</b>	
Ability to prepare facilities for a wide-range of users, Good level of fitness to be able to lift staging and furniture.	Essential Essential
<b>Technical knowledge/education</b>	
Understanding of Health and Safety legislation, Understanding of COSHH, Ability to undertake basic buildings repair/maintenance.	Desirable Desirable Desirable
<b>Experience required for the role</b>	
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
<b>Aptitude and attitude</b>	
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

How to apply:

Send an email explaining why you think you would be suitable for this role.

Email: [communications@greyfrairskirk.com](mailto:communications@greyfrairskirk.com)