

Naas Parish
Parish Caretaker
JOB DESCRIPTION

Position

Parish Caretaker (Full time)

Core Responsibility

The duties of a Caretaker are listed below:

1. To take care of all premises and contents and to prevent as far as possible, any damage to the structure, furniture, fittings and equipment.
2. To keep the premises, furniture and fittings in a clean condition. All work undertaken will be of a skilled nature and would be expected to be proficient in the use and appropriate storage of all the basic hand powered equipment.
3. To work indoor or outdoor as required maintaining the surrounding parish grounds in a neat and tidy manner. To give such assistance as may be required in connection with the care and maintenance of the carpark, grounds and pathways and to report any maintenance work to be carried out and to assist with traffic control and management as required.
4. To carry out repairs to paint work and renovation work of the Parish as directed.
5. To liaise with parish Priest and parish Manager and staff on a regular and continuous basis.
6. To monitor the building systems, heating, fire etc. throughout the year.
7. To co-operate fully with the installation and use of the new facilities technology.
8. To oversee the alarm system as required and to respond to callouts as required.
9. To exercise prudent efficiency in the use of fuel and light throughout the buildings and to monitor and prevent all unauthorised use of same working with sacristans and parish staff
10. To keep in safe custody the keys of all rooms in the building and to ensure that no unauthorised person has any access to any part of the buildings
11. The caretaker should maintain confidentiality at all times regarding the customers using the parish services
12. Collect and assemble waste for collection and keep waste area in a clean and tidy and ensure proper waste recycling processes.
13. To be responsible for annual reviews of Health and Safety checks including Fire, emergency lighting and to keep accurate and up to date records under the direction of the Parish Manager
14. Maintain a safe and clean external environment e.g. gritting, sweeping and litter in grounds/car parking
15. If there is frost or snow salt all pathways in front of the premises, car parks and along all internal pathways used to access the churches and offices.
16. To perform such other similar duties, as may be required, and generally carry out such duties as may, from time be necessary e.g. sacristan, volunteer and special events support.

The Candidate

The successful candidate will:

- Proven experience/ability to undertake caretaking duties.
- Experience in general maintenance of Buildings.
- Understanding/experience in electrics, plumbing, painting and carpentry.
- Experience and understanding of Health and Safety issues.
- Experience of taking responsibility for the security of a building.
- Ability to follow instructions on equipment, materials etc.
- Clean Driving Licence.
- Be punctual, reliable and trustworthy.
- Ability to work effectively and supportively as a member of the parish staff.
- Good interpersonal and communication skills.
- Good organisational and time management skills.
- Flexible with the ability to deal with unexpected events and changing work activities.
- Willingness to work flexibly and outside normal hours as required.
- A willingness to undertake further training and development as required.

Note: Induction and training will be provided to the successful candidate

Experience and Qualifications

The successful candidate will:

Desirable Requirements (not mandatory)

- Experience of working in a trade would be an advantage.
- Knowledge of Building maintenance or DIY
- Hold a full clean driving licence and have use of a car.

Other Requirements

- The appointee will be expected to be available outside of and to work beyond their working hours to attend events and complete responsibilities. Time in lieu will operate
- Compliance with and adherence to all relevant legislation and regulatory requirements, including safeguarding.

Terms and conditions:

Location: The position is based in Naas and surrounding areas including Sallins and TMH

Reporting to: The Parish Priest and/or Parish Manager.

Hours of work: An average of 35 hours per week. Evenings and weekend work frequently required as an essential component of the role. Flexibility is essential

Remuneration: €TBC pa.

Annual Leave: 20 days, plus statutory days.

Duration of contract: Fixed Term of 3 Years

Probationary Period: 6 months from start date.