

## JOB DESCRIPTION FOR CHURCH OFFICER

The church officer will be responsible for:

1. Preparing the building for and being on duty at the usual diets of worship on Sundays and also all additional Sunday or weekday services. Such preparations will include the hanging of the falls and the laying of covers for communion services.
2. Being a key-holder on the emergency call out list.
3. Ensuring that the premises are ready for all meetings and events and also for the entry of visitors. This will include ensuring the cleanliness and tidiness of the Kirk at all times and ensuring a safe and clean access to the doorways from the surrounding public areas. For non-congregational events, when the building is hired out to a third party, the church officer will be paid an agreed fee by the third party. Such events would include, for example, weddings and funerals and.
4. Keeping up to date all working documents to do with the safe and efficient workings of the building. This will include systems' instruction manuals and standard operating procedures.
5. In conjunction with the Health and Safety Advisor, ensuring all Health and Safety policies, procedures and risk assessments are adhered to, monitoring Health and Safety activity in the building, recording any incidents in the accident book and reporting any issues to the Health and Safety Advisor.
6. Obtaining and maintaining relevant First Aid Qualification.
7. In conjunction of the Building Services Officer, ensuring the cleaning of the Kirk. This will involve following a cleaning schedule and ensuring appropriate procedures and materials are used. Special attention will be given to the special floor finishes in the Kirk.

8. Responsibility for the laundering of the communion tablecloths and the cleaning of towels, dishes, utensils etc.
9. Ordering all necessary supplies and cleaning materials required.
10. Opening the premises for contractors, tradesmen etc. outwith the normal daily hours, and by prior arrangement.
11. Checking delivery notes match orders and ensuring all delivery notes and invoices are forwarded to the Treasurer.
12. Being dressed suitably for all services and wearing the gown provided by the Kirk when required to do so.
13. Responsibility for the security and fire system in the Kirk, ensuring a good knowledge of the fire system and awareness of the immediate actions to take in the event of minor malfunctions, calling in, when required, the relevant contractor with the knowledge of the Property Convener.
14. Ensuring good working relationship with all relevant individuals and organisations. This will include Perth and Kinross District Council, the City Centre Partnership, shopkeepers and neighbours.
15. Ensuring a good working relationship with the Building Service's Officer, other church staff and office bearers. Having the ability to communicate with visitors and uphold at all times a sense of courtesy, politeness and friendliness.
16. Keeping the list of key holders up to date. As the Primary "call out", ensure that there is always adequate cover in the event of absence and notifying relevant substitute covers.
17. Carrying out any other necessary and appropriate duties reasonably requested by the officiating Minister, Session Clerk, Health and Safety Advisor or the Property Convener.
18. Covering for Building Services Officer on their absence

Accountability. The Church Officer is accountable to the Session Clerk and employed by St John's Kirk Session.

## Terms and Conditions.

1. The salary will be £9630.00 p.a. for 15 hours per week.
2. Fees for weddings and funerals are negotiable generally around £.
3. 6 weeks holiday entitlement per year which will be taken at times agreed with the Session Clerk. Reasonable notice for requests should be given and holidays would not normally be taken during church festivals and events.
4. The appointment has a six month probationary period and an annual appraisal with the Session Clerk.
5. The appointment is subject to an enhanced Disclosure from Disclosure Scotland
6. The Church Officer must work in accordance with the safeguarding policies of the Church of Scotland and St John's Kirk.
7. A written contract will be issued.