

## JOB DESCRIPTION

**Job Title:** Caretaker / Janitor

**Reports to:** Parish Secretary / Centre Manager

**Parish Pastoral Centre and Church Grounds - Sacred Heart Church, Donnybrook**

### Contract Details:

**Type:** Fixed-term (part-time) Contract

**Probation period:** 6 months

**Hours of work:** 20 hours

**Pay Scale:** €13,500 (€13 per hour)

**Job Location:** Parish of Sacred Heart Donnybrook – Stillorgan Road, Dublin 4

### Responsibilities:

- Carry out day-to-day maintenance and minor repairs
- Coordinate with outside contractors for site maintenance and repairs
- Regular checks on drainage system
- Daily check on grounds for tidying, weeding and litter control
- Oversee waste management
- Make sure heating, lighting and alarm systems are working properly
- Check doors and windows are locked daily after usage
- Order in cleaning materials, new equipment and furniture as required
- Set up rooms and arrange chairs and tables for meetings
- Daily cleaning duties throughout the Parish Pastoral Centre

The above contains the main outline of duties. However, it is inevitable that tasks may arise that do not fall within the remit of the above list of main duties. Employees are therefore required to respond with a flexible approach when ad hoc tasks arise which are not specifically covered in their job description. Should an additional responsibility become a regular part of an employee's job, the Job Description will be amended to reflect this.

### JOBHOLDER ENTRY REQUIREMENTS:

#### Essential Qualifications

- General Maintenance/DIY Skills

#### Experience:

- Experience in a similar position desirable

#### Key Skills & Behaviours:

- Ability to communicate well to a range of people in a parish setting
- Good interpersonal skills
- Proactive and uses own initiative
- Good organisation and time management skills
- Reliability and flexibility to work as part of a team and in relation to working hours
- An appreciation of confidentiality and discretion.

References will be requested and referees may be contacted in relation to the above jobholder entry requirements.