



Position Description - Caretaker

Part-time

Temple Beth Israel (TBI) is a Progressive Jewish congregation which provides a spiritual community through a contemporary approach to Jewish practice and a commitment to Jewish tradition, culture and education. As well as the synagogue, TBI comprises the Beit Sefer Chayim program (providing Jewish tuition for children who do not attend Jewish schools), the Netzer youth group, and an ever growing number of diverse volunteer and learning groups. TBI has links with the Progressive Jewish Cultural Fund, the Council for Jewish Education in Schools, Progressive Judaism Victoria and the Union of Progressive Judaism. In the general community, TBI relates with many religious, health, educational, and social service organizations and actively participates with them.

Organisation Structure

This position reports to the Facility Coordinator.

Overview

This role is responsible for caretaking, security, maintenance and room setups in supporting all TBI activities. These activities include religious services, study sessions, various programs, events and activities.

Hours of Work

Normal hours of work will range from 10 – 30 hours per week, including evening and weekend work based on a fixed monthly roster.

Key responsibilities

Access, safety and protection of assets

- Open and close premises in line with security requirements.
- Ensure that external gates are monitored whenever the buildings are open
- When required, staff external gates in line with security protocols
- Receive and collect deliveries at front gate
- Ensure security screening protocols are followed
- Ensure proper functioning of security equipment including bollards, lights and CCTV.
- Coordination with on-site security services when required

Cleaning & Caretaking

- Perform cleaning duties inside all buildings, including kitchen and bathrooms, to ensure a high standard of cleanliness and hygiene
- Perform external cleaning of courtyards and grounds as required

OUR STRATEGIC PRIORITIES

AFFIRM AND ARTICULATE RELIGIOUS PRACTICE - BUILD AND MAINTAIN SUSTAINABLE BUDGET - ALIGN PROGRAMS WITH CORE VALUES AND CORE BUSINESS - INVEST IN YOUTH AND YOUNG FAMILIES - DEVELOP AND GROW KEY PARTNERSHIPS

- Carry out spot cleaning and regular carpet cleaning in all areas
- Empty rubbish bins and ensure rubbish removal
- Stock and re stock the supply of perishables and consumables on regular basis
- Safely handle cleaning of and other chemicals.
- Move items from and to storage, including heavy boxes
- Report low stock levels of consumable items for resupply
- Cleaning in kitchen as required

Event set up and take down

- Arrange rooms in particular configurations for services, festivals, special events et cetera, according to routine instructions
- Take down room set ups in timely manner as required by the roster
- Arrange seating and other set up in the sanctuary to accommodate religious services
- Open and close moveable furniture, stack chairs and other moveable items as required
- Provide onsite support to special functions when required
- Set up and operate audio/visual equipment and sound systems as required.

Maintenance and Repair

- Carry out general repairs and maintenance
- Carry out routine gardening tasks
- Ensure tools of trade are well maintained and repaired
- Report breakdowns and major repairs to the Facility Coordinator
- Run errands as required e.g. laundry pick up
- Work in elevated environments using appropriate safety standards.

Required Competencies

- Experience in general maintenance work in an institutional environment
- Working of OHS standards, event set up, and basic building and grounds keeping.
- A service focus with a positive, proactive and responsive approach to community needs
- Current Victorian drivers licence.

Desirable Competencies

- Basic information technology skills
- Basic Audio/Visual knowledge

OUR STRATEGIC PRIORITIES

AFFIRM AND ARTICULATE RELIGIOUS PRACTICE - BUILD AND MAINTAIN SUSTAINABLE BUDGET - ALIGN PROGRAMS WITH CORE VALUES AND CORE BUSINESS - INVEST IN YOUTH AND YOUNG FAMILIES - DEVELOP AND GROW KEY PARTNERSHIPS