

Facilities/Event Staff

(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 4 – 20 hours per week, including evening and weekend work based on a fixed monthly roster.

Key responsibilities

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.

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.

Cleaning

- 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
- Carry out spot cleaning and regular carpet cleaning in all areas
- Empty rubbish bins and ensure rubbish removal
- Stock and restock supply of perishables and consumables on regular basis
- Safely handle cleaning of and other chemicals.

Maintenance and Repair

- Support general repairs and maintenance (aligned with experience, skills and competence)
- Perform general gardening and sweeping tasks
- Ensure tools of trade are used correctly, maintained and/or reported for repair or replacement
- Report breakdowns and major repairs to the Facility Coordinator
- Run errands as required e.g. laundry pick up, shopping.
- 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
- Must have (be willing to learn/develop) competencies with online calendars
- Current Victorian driver's licence

Please direct enquiries or submit applications (including CV) to:

Mike Gregory (Executive Director)

info@tbi.org.au