

JOB DESCRIPTION

POST TITLE	Facilities Support (Casual)
TEAM	Facilities
RESPONSIBLE TO	Facilities Supervisor
RESPONSIBLE FOR	No supervisory responsibility

JOB PURPOSE

This is a casual position which is required on an “as and when” basis to assist the Facilities Supervisor and Conferencing Team in the setting up and setting down of rooms for church and conference events. The position may require the working of early and/or late shifts and weekends. Work will be available if and when the conferencing business and church requires it.

KEY ACTIVITIES

1. Layout tables and chairs as per the specification of the church and/or conference requirements.
2. Set out refreshments in the room when required to do so.
3. Assist with the clearing of table crockery from tables during break times and lunch times, and waste items.
4. Assist the catering team in the set-up and serving of refreshments, as required.
5. Assist in clearing waste from the building for collection by contractors.
6. Cover for security and fire evacuation in the absence of Facilities Supervisor.
7. Assist the Duty Manager on a Sunday morning to ensure church requirements have been completed.
8. Drive the fleet vehicles, when required to do so.
9. Carry out simple maintenance tasks to ensure that all facilities are functioning correctly.
10. Carry out any other tasks which are deemed appropriate for this level of post.

11. **Be an effective internal and external ambassador for KingsGate, promoting the organisation's vision and values, positive corporate reputation through active partnership with other relevant stakeholders.**
12. **Positively manage your own personal development to make sure you maintain the technical and professional competence required to effectively perform your role and meet the standards of the organisation.**
13. **Contribute to and help promote positive communication across the organisation, constructive relationships and effective staff feedback methods.**
14. **Support your Manager in identifying, assessing and managing potential risks involved in work activities and processes.**
15. **Keep confidential, and do not share inappropriately with colleagues or third parties any information on matters and circumstances which are sensitive and could be damaging to the organisation's reputation or business.**
16. **Record and use information in accordance with KingsGate procedures and legal requirements i.e. Data Protection.**
17. **Comply with health and safety requirements.**
18. **Adhere to the Vision and Values of KingsGate.**
19. **Perform any other tasks that may arise from time to time which are appropriate to this level of post.**

All staff members at KingsGate have the activities shown in bold included within their job description.

This Job Description was updated by the Exec Pastor (Operations and Management Support) in October 2021.