

## Site Supervisor Job Description

### 1 Duties and Responsibilities

#### 1.1 General

- Responsible for ensuring the site is safe, secure, clean, tidy, and welcoming to all users, including church attendees, staff, and external hirers.
- Monitoring, and reporting any internal or external defects on the premises with corrective measures planned or finished, to the Operations Manager.
- Ensuring all equipment is safe, well maintained, and ready for use. (Includes Portable Appliance Testing).
- Facilitate lettings and room bookings, including site security and safety measures, and training hirers for use of equipment, and requiring occasional out-of-hours site visits to:
  - open/close premises
  - give assistance to the hirer
  - to ensure that functions are conducted in an orderly manner and the behaviour of the hirer is not detrimental to the site or facilities
  - to ensure that, where appropriate, the requirements of the Licensing authorities are met during any letting
- Fire Officer duties including
  - Organising Sunday Fire Marshal training
  - Organising periodic Emergency Evacuation Practices
- Liaise with regular contractors (Emergency Lighting, Fire Safety, Automatic Doors, Air-Con, Printer/Photocopier, Waste Disposal, Sanitary, Vermin, etc)

#### 1.2 Admin

- Handle deliveries
- Restock office consumables, including stationery and refreshments
- Restock cleaning and maintenance equipment and supplies
- Restock church service catering and communion supplies

#### 1.3 Security

- Overall security of the premises
- Responding to, and resetting the office alarm, liaising with the alarm company. Checking and securing the premises subsequent to intruder alarm activation.
- Respond to call-outs out at unsociable hours or at weekends to make emergency repairs or allow access to a contractor doing so.

## **1.2 Site Upkeep**

- Upkeep and general care of the site.
- Ensuring that external rubbish is stored and disposed of or recycled appropriately. Moving bins in preparation for pick-up and returning to normal position afterwards
- Sweep carpark, pick up litter and be responsible for the removal of all debris on site.
- General maintenance and minor repair work including: doors, windows, toilet seats and flushes, furniture, tap washers and some painting of doors and walls (This list is not exhaustive, but an example).
- Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate.
- Subject to Health & Safety and Working at Height regulations, redecoration of any area.
- General portage duties and moving of furniture as required, with due regard to current Health & Safety and Lifting & Handling regulations.
- Preparation of rooms for regular church activities and one-off church functions and subsequent clear up (unless by agreement with event organisers and Operations Manager) ensuring rooms are clean, tidy and furniture is in place.
- Ensure that up to date operating instructions are available for any equipment and control systems being made available to hirers and church users
- Ensure that clear passage is maintained on fire escape routes. Keep storage areas tidy to reduce fire risks.
- Test fire alarms weekly. Maintain test register
- Internal Cleaning of windows
- Ensuring that the cleaning of toilets and toilet areas is done, and the replenishment of toiletries is carried out before all church and externally booked activities and functions.
- Carry out periodic “deep” cleaning of flooring, chairs etc.
- Assisting office staff with simple tasks as requested

## **1.4 Heating, Lighting and Water**

- Routinely clean light fittings and light diffusers (strip lights).
- Replace lamps and domestic fuses as required.
- Regularly inspect lighting, electrical fittings and plumbing and report/repair defects as appropriate, synchronise clocks, time switches etc., as required.
- Ensure that all lights, ventilation systems and heating are working effectively
- Monitoring and setting of programmable heating and air-con controls

- Be aware of the location of all stopcocks, gas and electricity meters and read meters as required.
- Ensure that the boiler room is always tidy and that no flammable material is stored there

### **1.3 Grounds Maintenance**

- Clear leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt etc.
- Inspect all outside areas for dangerous materials and remove, including external emergency cleaning of spillages where safe to do so.
- Pruning and clearance to ensure unrestricted access and secure use of premises including perimeter fencing.
- Some gardening duties eg weeding to keep site tidy.
- Clear drain grilles and disinfect drains regularly. Check external drains remain unblocked.
- Make safe any hazards and ensure that the area is cordoned off
- Remove/obscure all graffiti.

## **2 Culture**

The Admin team is expected to be highly motivated, initiative-taking, business-like, friendly and welcoming. A ‘can-do’, problem-solving ethos is essential. The team needs to be quietly effective, anticipating the needs of others, and helping others (especially the elders) to make best use of their time.

‘Excellence without Extravagance’ sums up the culture City Church is aiming to achieve.

## **3 Hours of Work**

The working week will be 37.5 hours with a requirement to be on the premises between 9am and 5pm Mon-Thurs (except for unpaid breaks or when cover can be arranged with a colleague for TIL because of out-of-hours working ) and Sundays 9am-1pm.

## **4 Paid Holiday**

The standard City Church annual paid leave allowance is 6.6 weeks including Bank Holidays.

## **5 Remuneration**

The starting salary (reviewed annually in April) for this position will be in the range £25,200-£27,200. City Church also offers an Employer’s Pension Contribution into an approved pension scheme totalling 7% of gross salary.