

## LEDRICK MUIR

### JOB DESCRIPTION: SITE / MAINTENANCE ASSISTANT

<b>JOB TITLE:</b>	Site / Maintenance Assistant
<b>LINE MANAGER:</b>	Site / Maintenance Manager
<b>PURPOSE:</b>	Working as part of the staff team, to assist the Site / Maintenance Manager in the care, maintenance and development of the buildings and grounds at Lendrick Muir.

#### KEY ATTRIBUTES:

The person appointed will:

- have practical skills and abilities across a range of areas
- have a personal belief in Jesus Christ as Lord and Saviour
- be committed to personal development and growth in their faith
- be able to contribute to the spiritual life and Christian community of Lendrick Muir
- be enthusiastic
- work well as a member of a team
- be able to work independently

#### TASKS AND RESPONSIBILITIES:

1. To participate as fully as possible in the life and ministry of the Centre. Through:
  - attendance at daily staff morning prayer meetings, as work permits
  - attendance at weekly staff fellowship meetings
  - modelling a Christian lifestyle, values and work practices
  - demonstrating commitment to the SU Scotland ethos
2. To support the Site / Maintenance Manager in the maintenance and development of the property and grounds of Lendrick Muir, through:
  - ensuring routine checks are carried out and recorded in relation to:
    - fire alarm system
    - oil levels
    - vehicles, e.g. minibus, tractor, site car
    - emergency lighting around the Centre
    - machinery, e.g. grass cutting
  - carrying out repairs of breakages, involving basic
    - plumbing
    - electrical
    - joinery
    - making good plasterwork and paintwork
  - carrying out seasonal groundwork
    - grass cutting and strimming
    - snow-clearing

- taking responsibility for the maintenance and good order of the store, monitoring supplies, weekly checking of stock
  - being involved in development work round the site, related to property, grounds or activity provision.
3. Flexibility in assisting other staff and volunteers, where necessary, may sometimes include duties different from and additional to those mentioned above, as may be determined by the Site / Maintenance Manager.

### **Wider Responsibilities**

1. Commitment to SU'S ethos and vision and supporting the wider ministry of Scripture Union in Scotland and beyond
2. Promoting prayer and financial support for Scripture Union through developing a personal support team.

### **NOTES**

1. It is helpful, but not essential, to hold a current, clean driving licence.
2. Experience and qualifications in relevant areas of responsibility is helpful but not essential. Training will be provided, depending on the background and experience of the person appointed.
3. Within the context of an exciting and developing area of SU ministry, there is a great deal of scope for the person appointed to develop areas of particular interest to them within the above remit.

February 2008