

Job Description

Lodge Janitor

Applications are invited for a janitor to clean and maintain the lodge building and outside areas and to set up the temple for various meeting and ceremonies as required by lodge secretaries. The person will be self-employed, accountable for declaration on their own tax returns etc. and also be responsible to subcontract the work(and pay the subcontractor) if he is unable to fulfil the duties himself. Payment will be made as agreed on receipt of invoices

General skills

The applicant will be very organised and will possess a good eye for detail, have reasonable DIY skills, be pragmatic, sensible with a good manner and communication skills. Be able to discuss and deal with lodge secretaries, tradesmen and association committee. He will also need a very good understanding of all the lodge degrees that meet at the temple these include craft, arch, rose, mark and KT.

Duties

(a) General maintenance and cleaning of all areas of the Lodge building and outside area.

- You will keep all areas of the building clean and tidy at all times by vacuuming all floors and dusting and polishing furnishings where required and cleaning inside windows. Ensure the toilet areas are kept clean and well stocked with paper, soap etc.
- DIY skills will be needed to undertake small maintenance work within the building.
- You will ensure the outside area is maintained by sweeping and collecting debris and regular weeding.
- You will be aware of health and safety and be able to negotiate with tradesmen and the committee when larger maintenance work or improvements are needed.

(b) Preparation of the temple in advance of all meetings and ceremonies for all the degrees that meet there.

- You will prepare the Temple in good time prior to all meetings / ceremonies being held. You will need a good working knowledge of all the degrees that meet at the lodge and be able to identify the correct furniture and ornaments used in their particular ceremonies and be able to lay it out correctly.
- You may need to liaise with the lodge secretary's if they require particular layouts for some ceremonies.
- Ensure the Ante room and other rooms used by degrees are also prepared and stocked correctly prior to meetings.
- Following all meetings you will return all equipment furniture, ornaments etc. to their correct storage cupboard and clean and reorganise the Temple back to its original condition.
- Check for any maintenance work that's required clean dust etc.

(c) Control of the Bar stock and equipment.

- You will check and replenish the Bar stock and ensure there is adequate stock in place for all meetings /ceremonies.

- Be aware of preferences of members and ensure the most popular stock is maintained.
- You will ensure the glasses and crockery are collected and washed after use and are stacked correctly.
- You will empty the bins timeously and keep sink and glass washed clean and maintained and keep the whole bar area clean and tidy.
- You will liaise with the secretary / treasurer to account for takings and stocktaking

(d) Report to the chairman/ secretary and association committee.

You will be expected to report to and answer questions from the Association chairman/secretary/ committee when called upon.