

Job Title: Sacristan and Facilities Operator

Job Description:

The Sacristan and Facilities Operator, reporting to the Operations Manager and Team Leader, is responsible for supporting the daily operations and maintenance of Galway Cathedral's sacristy and facilities. This role includes assisting in the preparation of liturgical services, ensuring the cathedral's cleanliness, and overseeing the secure operation of the car park. The purpose of the role is to maintain a welcoming and reverent environment in line with the mission and values of the Galway Cathedral, ensuring all sacred spaces and Cathedral facilities are properly cared for.

Job Specification:

Reports to: Operations Manager

Location: Galway Cathedral

Overview:

The Sacristan and Facilities Operator is responsible for supporting the daily operations and maintenance of Galway Cathedral's sacristy and facilities. This role includes assisting in the preparation of liturgical services, ensuring the cathedral's cleanliness, and overseeing the secure operation of the car park. The purpose of the role is to maintain a welcoming and reverent environment, ensuring all sacred spaces and facilities are properly cared for.

Key Responsibilities:

1. Sacristy and Liturgical Preparation:

- Ensure the preparation of the altar, sacred vessels, and other liturgical items for services such as daily Mass, weddings, funerals, and baptisms according to the liturgical calendar and traditions.
- Ensure vestments, candles, and other liturgical items are appropriately set for each service.
- Clear and clean the altar and sanctuary after services, handling sacred vessels, linens and vestments with reverence and care.
- Maintain the cleanliness of the sacristy, sanctuary, and side chapels, ensuring they are kept in proper condition for worship.

2. Cathedral Cleaning and Maintenance:

- Perform daily cleaning tasks in the cathedral, including sweeping, dusting, and keeping public areas tidy and presentable.

- Clean windows, floors, and other surfaces as required to maintain the cathedral's high standard of cleanliness.
- Assist with setting up and cleaning after events, ensuring the cathedral is prepared for special services or gatherings.

3. Car Park Assistance:

- Oversee the daily operations of the car park, ensuring cars are parked safely and efficiently.
- Respond to inquiries and issues via the car park intercom system, providing assistance to visitors as needed.
- Perform routine checks of the car park, addressing any safety or maintenance concerns and reporting them to the Team Leader or Operations Manager.

4. Security Presence:

- Maintain a visible presence within the cathedral and car park, ensuring the comfort and safety of visitors, parishioners, and staff.
- Report any suspicious or concerning behaviour to the Team Leader, Operations Manager or appropriate authorities.

4. Money Handling:

- Work according to parish policies and manual as part of a team to count, record, report and properly secure any monies received in the Church or Car Park.
- Report any discrepancies and/or concerns to the Operations Manager.

Qualifications and Skills:

- Experience: Previous experience in a facilities or cleaning role is beneficial but not required.
- Attention to Detail: Strong organisational skills and attention to detail, particularly in maintaining the cleanliness and reverence of sacred spaces.
- Communication Skills: Ability to interact politely and helpfully with visitors, parishioners, and staff.
- Physical Requirements: Must be physically capable of performing cleaning tasks, lifting and moving objects, and working on ladders or at heights.

Personal Attributes:

- A strong commitment to the mission and values of the Cathedral Parish and the Catholic Church.
- Friendly, approachable, knowledgeable, and service-oriented when dealing with visitors and with a passion for working in a faith-based setting.
- High level of integrity and professionalism in all aspects of the role.

Working Hours:

Full time: Three days per week, 8am-8pm, to be rostered over seven days (including Sundays and Bank Holidays).

Dress Code:

White shirt, with a tie, navy trousers and black shoes.

Remuneration:

Compensation will be based on experience and in line with the Cathedral's pay-scale and employment policies.