



Temple Facilities Officer

Position Available

Role Objectives

To contribute to the Temple's growth through the quality service to ensure the spiritual needs of the devotees.

To work with Priests, Management Committee and Devotees, to ensure that all activities are carried out at the scheduled time and sanctified manner.

Responsibilities and Duties

The responsibilities for the Temple Facilitator staff listed but not restricted to are as below:

1. Manage the Temple administration office during Temple open hours and extended hours during Special Occasions with normal opening hours of the Temple being
 - Mornings: 6:00 AM to 12:00 Noon
 - Evenings: 6:00 PM to 9:00 PM
 - Special opening hours Mornings: 5:30 AM to 12:00 PM
 - Special opening hours Evenings: 5:30 PM to 9:30 PM
2. Provide a responsive, and courteous service by attending to devotees' queries in person and or by telephone.
3. Manage over the counter Archana and Pooja bookings, cancellations, and refunds and collect Aarthi (Priest plate) money and other offerings from devotees. Issue receipts for all transactions and donations received in kind and or cash along with reconciling daily collections in daily collection / bank sheets.
4. Manage outside Pooja bookings in consultation with the priests and collect payments and record the bookings in the register.
5. Bank all temple collections on a regular basis and maintain petty cash register for petty cash expenses. Care should be taken to leave minimal cash balance on temple premise at all times.
6. Maintain an Inventory register for Pooja utensils, sarees, jewelry and all fixed assets of the temple.
7. Direct all the requests for Religious supplies, temple consumables and sundries to the MC in advance to facilitate the purchase before the due dates. For emergency

Temple Facilities Officer

Position Available

requirements the Temple Facilitator staff are required to help in the procurement of such item/s as directed by the representative of the MC.

8. Collect Temple mails on a regular basis and maintain the Incoming Mail register.
9. Ensure that the bins are kept out once a week and arrange for clearing of waste & re-cycle bins as and when required.
10. Ensure that all Safety aspects like oil and water spills are cleaned, safety and hazard signs are in place along with monitoring security camera's from time to time.
11. Any security issues that require immediate action should be dealt with immediately and appropriate Authorities needs to be kept informed.
12. Assist the MC in any work carried out by Volunteers and/or outside workers for the beneficial of the Temple.
13. Report to the designated MC member of temple matters and happenings periodically or immediately on any urgent matters pertaining to the temple. (Temple Facilities Officer is the designated eyes & ears of the temple, for the MC).
14. Ensuring the overall cleanliness of the surrounding areas around the temple, including public toilets (Checking the work of the cleaning team).
15. Managing the Multipurpose hall and attending to requests relating to the use of the Multipurpose hall by Community groups and devotees (this involves ensuring access and lock up after use, ensuring cleanliness and overall management of its usage)

Individual

1. Applicant should be of exemplary character befitting the position of Temple Facilities Officer.
2. Applicant should have past experience as described above and be friendly and love to help devotees.
3. Should abstain from alcohol, tobacco, etc.

Application Process

To apply, please send your CV and cover letter to:

The Secretary

Email: hawasecretary@iinet.com.au