**NOTE FOR EMPLOYERS**

‘There must be a clear job description which is reviewed regularly.’ [Quaker faith and practice 13.35](http://qfp.quaker.org.uk/passage/13-35/).

Below is an example format for a job description. You can use this as a basis for your own job descriptions. It should not be used for volunteers (see ‘engaging an unpaid resident warden as a volunteer’) and it should not be used for self-employed individuals.

Remember the following, in connection with job descriptions:

\*The job description defines the job for recruitment, is a measure against which to assess performance and can help you determine training needs.

\*An ill-defined job description can lead to misunderstanding and resentment from both parties. Draft it carefully. It is good practice to review it with the employee on an annual basis.

# Example job description format

**Job title:** *Eg ‘Warden’*

**Reports to:** *Eg ‘Clerk to Premises Committee’*

**Responsible for:** *Eg ‘Cleaner and gardener’*

**Location:** *xxx Quaker Meeting House*

#### Main purpose of the job

Eg ‘to undertake a range of tasks to ensure that the meeting house is a tidy, clean, organised and welcoming place for Quaker and non-Quaker visitors.

#### Principal duties

List here the main things for which the job holder will be accountable, eg ‘be responsible for managing new and existing bookings of the meeting house’.

Up to 10 principal duties is normally about right.

#### Date:

State the date the job description was drafted or last reviewed.