

# **ST JOHN THE BAPTIST PARISH CHURCH**

## **JOB DESCRIPTION**

POST TITLE: Caretaker  
ACCOUNTABLE TO: Facilities Manager  
ACCOUNTABLE FOR: Volunteers working in the area

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### 1. Purpose of the job

- Ensure that the Parish Hall and Church are clean and equipped for individual lettings and functions
- Keeping the Parish Hall, @One garage and Church clean, maintained and in good repair, with help from volunteers
- Supervision of the Parish Hall and Church including locking, unlocking and security
- Undertake general and emergency maintenance work as required
- To coordinate the work of contractors and volunteers in association with the Facilities Manager

### 2. Main responsibilities

- Undertake cleaning and maintenance duties as required
- Undertake repairs as required, or in conjunction with the Facilities Manager ensure a contractor is called to repair whatever is requiring attention.
- Provide cover as required for the Parish Hall and Church including locking, unlocking and security
- Clean all premises in readiness for lettings and functions including kitchens and toilets.
- Act as key holder in order to lock and unlock premises as required.
- Check that the heating systems are working efficiently and programme these where necessary
- Ensure the Parish Hall kitchen equipment is correctly maintained
- Ensure the @One garage is a safe and tidy facility for storage
- Ensure cleaning materials and maintenance equipment is labelled, organised and tidily and safely stored.
- Ensure maintenance equipment is in good working order.
- Set up and clear away the Holy Communion service in Church each Wednesday morning
- Ensure that Health and Safety is adhered to in conjunction with Facilities manager.

- Attend Parish Hall and Church Fabric Committee meetings
- Deal with emergency and short notice situations

3. Ethos

The post holder will understand the needs of the community and work within the framework of the Parish's ethos

4. Health and Safety

The post holder will be responsible for his/her Health and Safety and that of any paid or volunteer cleaning or maintenance staff

5. Hours of Work and rate of pay

The post holder will be required to work on average 30 hours a week. Some weeks may require more hours of work than other weeks, but the amount paid every week will be for 30 hours of work. The work pattern will include some evening and weekend working as necessary. The rate of pay is £7.85/hour or £12,288/year.

6. Holidays

The post holder will be entitled to 25 days holiday a year, plus bank holidays.

7. Safeguarding

The post holder, as a condition of their employment must complete the necessary Diocese of Bath and Wells Safeguarding procedures.

8. Supervision

The post holder will be line-managed by the Facilities Manager

9. Contacts

The post holder will have contact with:

- Office staff including volunteers
- Clergy and other paid members of staff
- The congregations
- Groups who hire the hall
- The general public
- The local Police

10. Additional Information

- The duties and responsibilities listed above describe the post as it is at present but the duties are subject to change and the post holder is expected to accept any reasonable alterations that may be necessary from time to time.

Date of Issue April 2018

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## PERSON SPECIFICATION

POST: St John the Baptist Parish Church Caretaker

DATE: April 2018

ABILITY/SKILLS/EXPERIENCE	TO DO WHAT?	HOW WELL - NOW OR WITH TRAINING?	IMPORTANCE AT TIME OF APPOINTMENT 1 - LOW 5 - HIGH
Practical maintenance skills	Provide a maintenance service e.g. low level ongoing repairs in Parish Hall, Church and the surrounding areas	Now	5
Ability to provide cleaning services	Clean and prepare areas for functions and regular lettings	Now	5
Able to work in partnership	To work effectively with the clergy and office team	Now	5
Sympathetic to the values of St John's	To be able to understand the way in which St John's Church operates	Now	5
Ability to demonstrate an understanding of the expectation of those who use the facilities	Liaise effectively with those who use the Parish Hall and Church.	With training	4
Knowledge of Health and Safety requirements	To be able to work safely and ensure the safe working of others	With training	3
Knowledge of 1 <sup>st</sup> Aid	To be able to administer 1 <sup>st</sup> Aid	With training	2
Knowledge of equipment such as CCTV, fire alarm, dishwasher, etc.	Provide a maintenance service in the Parish Hall and Church.	With training	2
* The importance of the ability to undertake tasks is rated 1-5 (5 denoting high importance)			