

ST JOHN THE BAPTIST PARISH CHURCH

JOB DESCRIPTION

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

1. Purpose of the job

- Keeping the Parish Hall, adjacent garage and Church maintained and in good repair, with help from volunteers and contractors
- Undertake general and emergency maintenance work as required
- Supervision of the Parish Hall and Church including participating in locking, unlocking and security

2. Main responsibilities

- Undertake 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.
- In conjunction with the staff team provide cover as required for the Parish Hall and Church including locking, unlocking and security
- 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 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.
- 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

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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 12 hours a week.

- Some weeks may require more hours of work than other weeks but this will be off-set by quieter periods and/or time off in lieu. The amount paid every week will be for 12 hours work.
- The expectation is 3 hours a day on four out of the five days Monday to Friday, but flexibility can be offered.
- The work pattern will include some occasional weekend and evening working as necessary.
- The rate of pay is £7.85/hour or £4,912/year.

6. Holidays

The post holder will be entitled to holiday of 25 days pro rata 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 July 2018