

## **ST ANDREW'S AND ST GEORGE'S WEST CHURCH CHURCH CARETAKER JOB PROFILE**

### **Function**

- to ensure the building is maintained to a high standard of cleanliness, tidiness and good repair
- to provide and ensure security of the building when on duty
- to ensure the requirements for services, lettings and events are delivered as specified
- to facilitate the efficient operation of Sunday worship and activities in line with specific requirements, and promote a safe and healthy environment to members of the congregation - visitors and external user groups

### **Scope**

The Church Caretaker:

- reports to the Church Manager as line manager.
- liaises with the Ministers, Church Secretary, Cafe Manager, group conveners and facility customers.

### **Authorisation**

The Church Caretaker has authority to:

- manage and re-order cleaning materials and disposable products in line with pre-set stock levels
- to purchase stock and maintain and monitor control of supplies related to the cleanliness and maintenance of the building.
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- maintain the premises either on a DIY basis or through employment of a recognised service supplier.
- make recommendations to the Church Manager for the improvement of both the cleanliness and smooth running of the church.
- act as one of the authorised key holders.

### **Key Responsibilities**

- to keep the building in good repair, this will include but is not limited to, DIY level:
  - carpet laying
  - plastering/Painting incl. gutters
  - joinery work incl. door repairs
- to monitor pest-control, fire-extinguisher and other maintenance contracts for regular attendance.
- to keep all cleaning and storage areas clean and tidy
- maintain a responsible attitude towards appropriate dress, punctuality and satisfactory completion of all tasks.

- work independently to prepare the church for normal Sunday services and for other events taking place during Sunday worship.
- safeguard the security of building and its customers while on duty.
- undertake cleaning tasks of the building to appropriate levels of hygiene in line with the cleaning schedule and health and safety requirements.
- set up rooms in line with user requirements as required.
- keep the external surrounding of the building clean and tidy to the safety of staff, user groups, visitors and the general public and to promote a positive welcome to the Church.
- rectify and address, where possible, any customer complaints or comments or refer to Management.
- undertake any other tasks as directed by the Church Manager, as far as competence allows.
- undertake any training required to update or expand knowledge relevant to the role.

**Skills/Experience:**

- knowledge of cleaning routines use of chemicals/PPE
- elementary Food Hygiene (can be achieved in post)
- knowledge and experience of building maintenance

**Ability to:**

- communicate confidently and effectively with a wide range of people
- work independently and to manage own time efficiently
- take pride in the achievement of high standards and improving results
- understand the varied needs of all users of the church and take responsibility for the quality of service delivered