

**St Faith's Church and Parish Centre
Assistant caretaker**

St Faith's Church and Parish Centre are well-used community buildings in Lee-on-the-Solent. We are looking for two people, a Caretaker and an Assistant Caretaker, who will work as a team alongside our staff and volunteers to maintain our buildings, prepare the facility for hirers and clear up afterwards, undertake routine maintenance, and assist us with smooth running of events in the Church and Parish Centre.

Both roles are part time, with the expectation that the Caretaker and Assistant Caretaker will divide the day-to-day tasks between themselves as appropriate, so that all planned events run smoothly. When one of the two people is away, the other staff member would be expected to cover all the day-to-day work regarding events in the Church and Parish Centre.

The exact hours worked will depend on the number and type of events held, but as a rough guide we would expect the Assistant Caretaker to work approximately 48 hours per month. The role will at times involve weekend and late night working.

JOB TITLE: Assistant Caretaker

ACCOUNTABLE TO: Caretaker

OBJECTIVE: To assist the Caretaker and Parish Centre Administrator in the smooth, effective & efficient running of the Church and Parish Centre and events which take place therein. To actively promote the interests of the Church and Parish Centre at all times.

HOURLY RATE: £8.45

MAIN DUTIES & RESPONSIBILITIES:

- To assist the caretaker in the supervision and day to day management and running of the Parish Centre.
- To constructively work alongside the Caretaker such that all functions taking place in the Church and Parish Centre are properly prepared for and dismantled afterwards.
- Alongside the Caretaker and Cleaner, to ensure that the Parish Centre is cleaned to a high standard.
- To work within our Health & Safety policy and procedures.
- Alongside the Caretaker, to inspect the interior & exterior of the building for general cleanliness or defects on a regular basis. Make good any defects where appropriate or report to the caretaker or Parish Centre Administrator as soon as possible so that repairs can be arranged.

MAIN DUTIES SHARED WITH THE CARETAKER:

- To be part of, along with members of the St Faith's community, the Opening and Locking Procedure for the Church and Parish Centre.
- Preparation and dismantling of various functions from small meetings to large dinner/dances, parties & conferences which could involve up to 150 chairs. The post requires a lot of manual handling which will involve lifting/moving/setting up/packing away of furniture e.g. 6ft x 3ft rectangular tables, 3ft x 3ft tables, etc.
- To assist Church and Parish Centre hirers with any questions or concerns they have, and to act in a professional manner towards those who hire or use the Church and Parish Centre at all times.
- To inspect the interior & exterior of the building for general cleanliness and defects on a regular basis. To make good any defects where appropriate or report to the Parish Centre Administrator as soon as possible so that repairs can be arranged.
- To accurately record hours worked and pass this information on in a timely manner to the Parish Centre Administrator.
- To attend training courses & complete all the appropriate Health & Safety requirements for the role.
- To deal with any other matter which would facilitate the smooth running of the Church and Parish Centre, or as may reasonably be required by the Vicar, Churchwardens or Parish Centre Administrator.
- To act as vergers as needed at weddings and funerals held in St Faith's Church. (There are set fees for this work).
- To prepare graves for the interment of ashes in the Garden of Remembrance. (There are set fees for this work).

Person Specification for St Faith's Church and Parish Centre Assistant Caretaker

The successful candidate will have the following Essential Qualities and ideally the Desirable Qualities:

Essential

- Be in sympathy with the Christian faith, and able to work consistently with our church vision: *Our vision is to be a welcoming progressive Christian community of all ages and all stages of faith, nurturing spiritual growth, and representing God's living presence in our town.*
- Proven skills in premises and facilities operation and practical maintenance (excellent DIY skills, practical skills, good at working with tools, basic plumbing abilities for unblocking sinks, traps and waste pipes, basic carpentry skills and ability to mend items e.g. door handles, a good understanding of repair/maintenance issues)
- Ability to lift and move equipment and furniture
- Good inter-personal skills and customer relationship skills, with the ability to communicate well face-to-face and by telephone
- To be comfortable with using and managing modern office, and other, equipment

- Computer literacy, including receiving and sending emails and attachments
- Experience of team working and handling unexpected situations as they arise
- The ability to deal confidently with contractors and suppliers
- To be an efficient, disciplined and orderly person with the ability to work calmly and efficiently under pressure, work independently, prioritising effectively, positive and proactive, flexible, and with good timekeeping skills
- Willingness to undertake training such as First Aid, Handling and Lifting, COSHH/VDU safety and other Health and Safety training.

Desirable

- Handling and lifting awareness
- To hold a First Aid qualification
- The ability to learn new computer systems and software

This post requires an enhanced DBS check.

A workplace pension scheme is available for this position.

For an application form, please visit the St Faith's website: www.stfaithslee.org.uk, pop into the Parish Office on any weekday 10.30am-12.30pm, or call the Parish Administrator on 023 9255 6445.

Closing date for applications: