

St Faith's Church and Parish Centre Caretaker

St Faith's Church and Parish Centre are well-used community buildings in Lee-on-the-Solent. The Parish Centre hosts a regular series of fitness classes, art groups, and meetings, and is also hired regularly for parties and other events. Information on the Parish Centre can be found here: www.stfaithsparishcentre.org.uk

We are looking for a Caretaker, who will work as a team alongside our Assistant Caretaker, other 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.

The role is 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. There will therefore be days when the Caretaker will not be working, and the Assistant covers the tasks, and vice versa. We expect the Caretaker and Assistant to plan their working pattern between themselves, in conjunction with the Parish Centre Administrator. When either the Caretaker or Assistant Caretaker 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 Caretaker to work approximately 48 hours a month. These 48 hours are usually made up of small periods of time (30 mins to 2 hours) during which the Caretaker will set up for, and tidy up after, events, and undertake other work as necessary. The Caretaker will therefore need to be available to come to the Centre for relatively short periods across the day and evening. In light of the fragmentary nature of the work, this role will most likely suit people who do not live far from the Parish Centre i.e. people living in Lee-on-the-Solent or Stubbington in particular. The role will at times involve weekend and late night working.

JOB TITLE: Caretaker

ACCOUNTABLE TO: St Faith's Parish Centre Administrator

OBJECTIVE: To assist the 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: £9.00

MAIN DUTIES & RESPONSIBILITIES SPECIFIC TO THIS ROLE:

- To assist the Parish Centre Administrator in the supervision and day to day management and running of the Parish Centre.
- To constructively work alongside the Assistant Caretaker such that all functions taking place in the Church and Parish Centre are properly prepared for and dismantled afterwards.
- Alongside the Assistant Caretaker and Cleaner, to ensure that the Parish Centre is cleaned to a high standard.
- To maintain all relevant Risk Assessments and ensure that Health & Safety policy and procedures are strictly adhered to.
- Maintenance of the Fire Management Plan and Emergency Evacuation Plan for the buildings
- Ensuring the correct operation of all emergency procedures & building maintenance i.e. fire alarm, emergency lighting & heating system.

MAIN DUTIES SHARED WITH THE ASSISTANT 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 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 verger 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 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 within 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

- Training in/familiarity with Health and Safety law and practice, and commercial cleaning practices including COSHH
- 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: 13th October 2017