



CHANDLERS FORD Methodist Church

Winchester Road, Chandlers Ford Hampshire SO53 5JG

Job Description: Caretaker

Job Title: Caretaker

**Part Time, 30 hours per week, working pattern subject to negotiation
Usual expectation is weekday working from 7am**

Location: Chandlers Ford Methodist Church, Winchester Road,
Chandlers Ford Hampshire SO53 2GJ Telephone 023 8026 0128

Responsible to: The Lay Employee will be employed by Chandlers Ford Methodist Church and line managed by a member of the church leadership team

Responsible for:

Daily cleaning of the premises and assisting in maintenance, working with the Centre Manager and Property Manager and in compliance with Methodist Church policies including those relating to Health & Safety, security and lone working

Purpose and Objectives:

- Clean and maintain the premises so that all rooms, fixtures and fittings are in good condition
- Set out rooms for hirers with all equipment as appropriate
- Work with the Property Manager on property maintenance
- Work with the Centre Manager and Property Manager to ensure the security of our premises at all times

Main Responsibilities

- Daily cleaning and upkeep of the building including but not limited to, vacuuming, cleaning toilets, mopping floors.
- Ensuring all bookings have access to the spaces hired at the time agreed.
- Setting up and clearing away booked events. This will include the layout of chairs and tables, and any equipment needed for the event.
- General portering duties and moving of furniture.
- Changing light bulbs and occasionally working at height.
- Cleaning glass up to 6' level.
- Ensuring that external rubbish is stored appropriately and arrange disposal
- Testing fire alarms weekly. Maintain test register.
- Understanding and implementing fire safety regulations, Health and Safety regulations, emergency procedures and the rules for evacuating the building
- Ordering supplies of cleaning materials. Receive and check goods and supplies and take them to the appropriate place for storage and forward delivery notes to the Church Centre Manager.
- Occasionally opening and closing the building for evening and weekend use at times arranged by the Church Centre Manager.
- General liaison with the Property Manager and Church Centre Manager regarding the scheduling of maintenance work so as to minimise any disruption to building use.
- Liaising with Property Manager and Church Centre Manager over key management.

- Be a designated key holder for emergency access to the site
- Communicating effectively and regularly with Property Manager and Church Centre Manager about the state of the premises, maintenance requirements, health and safety concerns.
- Comply with all training and other requirements relating to Safeguarding and Child Protection
- You may be occasionally called out at unsociable hours or at weekends to deal with security issues, make emergency repairs or allow access to any contractor who may be working on the site.
- Any other duties and responsibilities, identified by Property Manager and Church Centre Manager as are within your capabilities and level of responsibility, in order to meet the needs of Church.

This list of duties is not exhaustive, and the post holder may be expected to undertake other related duties that are within their competencies and level of responsibility, in order to meet the needs of the church.

Terms and conditions

Terms of appointment:	Permanent, part -time role
Remuneration:	£12 per hour
Pension	There is a contributory pension scheme to which eligible lay employees will be auto enrolled. Lay employees who do not meet the auto enrolment criteria are eligible to join the scheme subject to certain provisions.
Hours of work	30 hours per week, mainly mornings, Including flexibility to work some evenings and weekends when required, all subject to negotiation.
Expenses	All reasonable expenses will be reimbursed. These will need to be agreed with the line manager first.
Holiday entitlement	28 days pro rata statutory annual leave entitlement per year, plus Statutory Holidays if occurring on normal working days.
Criminal record clearance	Appointment will be subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) disclosure.
References	Appointment will be subject to satisfactory references and medical report.
Probationary period	Appointment will be subject to the satisfactory completion of a 3 months probationary period.

Management Arrangements

A member of the Church Leadership team will supervise the day-to-day workload.)

The Lay Employee will have a line manager whose responsibilities will be to:

- Maintain a strong awareness of and familiarity with the work of the Lay Employee.
- Act as a 'sounding board' to the Lay Employee and help to determine priorities for the work.
- There will be opportunity for regular discussion of progress, support and development throughout the year, and an annual formal appraisal.