



## St Michael and All Angels' Church, Galleywood

*“Jesus, teach us all to love”.*

### **JOB DESCRIPTION – CARETAKER / CLEANER**

**Title:** Caretaker

Responsible to: Parochial Church Council (PCC) of St Michael's Galleywood (the Employer)

Accountable to: Church warden on a day to day basis and for reporting to PCC

**Job Purpose:**

To open up and close the building for non-regular users.

To ensure that the building and environment is clean, safe, heated and correctly arranged ready for use.

**Job Tasks:**

Premises Hire:

- Show potential hirers round and agree what is required for their hire.
- Arrange furniture and equipment as required for each hirer/user,
- Return furniture to the standard layout once hirer/user has left.

Building Maintenance, Furniture & Equipment:

- Undertake any minor repairs / improvements to the premises within the scope of your qualifications and experience.
- Carry out weekly, fortnightly or monthly tasks including rubbish removal, monitoring of paid gardeners, leaf blowing.

Cleaning of the premises:

- Ensure the buildings are cleaned in accordance with the agreed specification and Covid requirements.
- Carry out any emergency cleaning.
- To operate cleaning machinery and ensure tools and equipment are in good working order.
- During periods when the church premises are not used as much (i.e. school holiday) non-routine cleaning will be undertaken, this might include high level cleaning, deep cleaning, carpet cleaning.

Heating of the premises:

- Ensure that appropriate heating is provided for each activity linked to entries in the online church diary.
- Monitor the level of oil and alert churchwardens of need to buy more oil.
- Report any problems with the heating to the churchwardens.

- Arrange in consultation with churchwardens the annual maintenance of the boiler and be available to meet any contractors on site.

#### Security:

- Ensure that the security of the premises is maintained by knowing who is responsible for opening up and locking up at times when you are not doing it yourself.

#### Health and Safety:

- Have regard for your own Health & Safety and that of all using the premises and grounds.

#### Miscellaneous Duties:

- Undertake any other reasonable task requested by the church warden or vicar or other such authorised person to allow the efficient running of the building.

### **Working Hours**

The job is part time (4 hours per week) with some flexibility of working hours: some evening and weekend working will be required. A minimum time of 2 hours per week must be spend on cleaning. The other 2 hours can be used flexibly. You will be required to keep a log of your working hours each week.

### **Salary**

Wages are paid at £9.50 per hour (Real Living Wage as recommended by Church of England).

Statutory paid leave entitlement will be 22.4 hours per year which is equivalent to 4 weeks+8 days (bank holidays or days in lieu of bank holidays as some working will be expected at Christmas and/or Easter). Except in exceptional circumstances (exceptional to be determined by the vicar or churchwarden) two weeks' notice should be given for taking leave.

You will not be automatically enrolled in the Church's pension scheme as your earnings will be below the qualifying threshold. Wages will be paid monthly in arrears at a fixed amount of £165 per month. Hours need to be submitted monthly and need to tally quarterly. There is no scope for overtime or pay in lieu of holiday not taken. Notice period is one month by either part in writing. Absence due to sickness or for any other reason should be reported to the churchwarden or vicar by the end of the first day of absence. The post does not meet the qualifying threshold for statutory sick pay.

### **Equal Opportunities**

St Michael's is an equal opportunity employer.

## PERSON SPECIFICATION

Requirements	Essential for post	Desirable for post
Proven Ability	<p>Volunteer experience in caring for and maintaining buildings.</p> <p>Strong interpersonal and communication skills.</p> <p>Basic working knowledge of health and safety legislation and/or a willingness to undertake suitable training, as required.</p>	<p>Employment experience in a caretaker or other similar role.</p> <p>Experienced in managing volunteers.</p>
Qualifications		<p>PAT testing qualification.</p> <p>First Aid qualification.</p> <p>IOSH managing Safely.</p>
Special Qualities & Aptitudes	<p>Contribute to a positive reputation for St Michael's Church.</p> <p>Organisational skills and the ability to prioritise and use initiative.</p> <p>'Can do' attitude.</p> <p>Ability to use IT for basic tasks such as email communications and finding information on the internet.</p> <p>Flexibility around working hours.</p> <p>Willing to undertake necessary training.</p> <p>Ability to undertake physical tasks such as moving furniture and other objects.</p> <p>Be able to climb stairs, use ladders and step ladders safely.</p> <p>Able to get to the church within a short time if needed in an emergency.</p>	<p>Current or previous connection with St Michael's Church Galleywood.</p> <p>DIY skills.</p> <p>Being able to work with technical specialists and tradespeople.</p> <p>Working knowledge of audio visual and sound equipment.</p>

## **SPECIFIC RESPONSIBILITIES**

### **Caretaker responsibilities include:**

Set heating each week with reference to the online church diary.

Leaf blow especially outside main porch door.

Let in and agree lock up for church members (who do not have keys), workmen, hirers or visitors as asked by vicar or churchwardens.

Maintain an agreed list of workmen and minor repairs or small jobs that need doing.

Fit these jobs in within flexible timescales as agreed by churchwardens.

### **Cleaning responsibilities include:**

#### **Essential List/Weekly**

Vacuum the carpet in the porch, at the back of church, the Martin room, the aisles and the stage.

Clean toilets, including basins and mop floors, empty bins in toilets.

Kitchen. Disinfect all surfaces, sweep and wash/mop floor.

Wipe all door handles and light switches.

Crèche room. Wipe down tables. Sweep and mop floor.

Rubbish Bins. Empty bins and place correct bin colour and recycling bags or boxes ready for collection.

Remove flies, insects and cobwebs particularly on window sills.

Wood. Wipe and (if needed) polish lecterns, pulpit, choir stalls, altar rails and the poles at the front.

Vestry. Wipe desk. Vacuum.

Refill supplies of hand soap, toilet rolls and hand towels.

#### **Monthly or as needed**

Clean other wood e.g. doors, partitions, banisters.

Ensure cleaning supplies are maintained – inform churchwardens when new supplies are needed.

Sweep / mop back corridor.

Upper room. Dust, vacuum including the stairs.

Flower kitchen. Wipe all surfaces, sweep and wash/mop floor.

Wipe cushions in crèche room.

Wash window sills.

Clean microwave and fridge.

Wash the collapsible tables.

Address stains on chairs or carpets.

To discuss or register your interest in this post please contact the church warden, Gavin Adlington by email

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