



Maintenance Officer, Job Description

This is a permanent part-time post (**22.5 hours per week**) in a large suburban congregation (**600+ members**) of the Church of Scotland. You will be a key contact with a wide range of people of all ages and you will be required to create and maintain very good relationships and contribute to a welcoming environment. Duties will include supporting Church organisations by setting out halls, meeting rooms and the Church; having responsibility for the overall quality of minor maintenance and repair of the Church buildings and halls including some external garden maintenance. Ideally you will have trade skills or be able to demonstrate a high level of practical maintenance skills. On occasions you may be required to undertake work of a heavy nature and to assist the Church Cleaner when Health and Safety regulations require that more than one person is involved in a task. You will also be required to cover the Cleaner's duties when they are on holiday or absent.

This post carries a salary of **£11,517** per year. The post attracts 33 working days annual leave including public holidays and a non-contributory pension scheme.

Key Responsibilities

- ❖ Weekly inspection of Church and all halls and offices to identify any maintenance needs
- ❖ Undertake general maintenance tasks (e.g. replacing bulbs, replacing door handles, decorative work, resolve minor plumbing and joinery issues)
- ❖ Set up halls and the Church for meetings and special services as required
- ❖ Clean selected rooms, halls and Church buildings when required
- ❖ Work with the Cleaner in holiday periods to ensure that the deep cleaning of the church buildings is undertaken
- ❖ Support the work of the Church Administrator and Property Convenor to make the congregation more ecologically aware
- ❖ Help to maintain the Church garden and outdoor areas (including the clearing and gritting of pavements around the Church in snowy and icy weather)
- ❖ Possibility of additional evening/weekend caretaking work (paid by the hour).

Rev Dr Anne T Logan MA BD MTh DMin - Locum Minister

Rev Dr Alistair P Donald MA BD PhD - Interim Moderator
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