

# Caretaker & Cleaner

## Job Description & Person Specification

### Job Purpose

- To be responsible for providing and maintaining a safe, secure and clean working environment for the day-to-day use of Christ Church building, grounds, offices and communal areas.
- To ensure that the security, maintenance, services and utilities of Christ Church meet the needs of the people who use the building and related spaces.
- The Caretaker/Cleaner is not the Health and Safety Officer but accepts the designated responsibility by the Church Council to carry out day-to-day implementation of necessary tasks and actions in accordance with the Health and Safety Policy.

### Accountability

This post is accountable to the Facilities Manager (or otherwise as notified by the Church Council).

### Relationships

- To be accountable to the Church Council through the line management of the Facilities Manager or his/her delegate.
- To play a full role as a member of the church's staff team, sharing the team's corporate responsibilities.
- To engage and consult with church staff, congregation and other site users.
- To liaise with other authorities, sub-contractors, tradespeople and organisations as appropriate.

### Main Responsibilities

These are to ensure that the church, community rooms and grounds are well maintained, clean and safe, in accordance with current health and safety legislation.

- To ensure that each room is tidy and arrange furniture and equipment as required for each hirer/user.
- To undertake any minor repairs/improvements to the premises within the scope of your qualifications and experience.
- To undertake a variety of cleaning tasks, including vacuuming, mopping floors, cleaning toilets etc.
- To replenish consumables as required and liaise regarding stock and ordering.
- To carry out tasks within external areas of the premises including routine maintenance, rubbish removal, sweeping leaves, lawn mowing, low-level gutter cleaning etc, as required and discussed or identified.
- To oversee and supervise the works of contractors, tradespeople, etc, clarifying the jobs to be done and facilitating and ensuring agreed contracted jobs are done to standard and signed off with appropriate staff.

## Being part of the wider Christ Church team

Alongside the above responsibilities, you are part of the wider Christ Church staff team, and so you will:

- comply with the Church's policies (including Safeguarding, Lone Working, and Data Protection)
- undertake other tasks and responsibilities in consultation with your Line Manager as this post develops.

## Skills and Qualifications

Essential:

- Experienced in caring for and maintaining buildings
- DIY skills
- Safe operation and versatile use of manual and electrical tools and maintenance equipment
- Strong interpersonal, communication and facilitation skills
- A flexible team player
- Organisational skills and the ability to prioritise and use initiative
- Ability to undertake physical tasks such as safe moving of furniture and other heavy objects

Desirable:

- Ability to use IT for basic tasks such as email communications and finding information on the internet
- First Aid qualification
- Health and safety consciousness and/or training

## Main Terms and Conditions

Hours	16-20 hours per week
Starting Salary	£10 per hour
Base	Christ Church Chineham, <a href="#">Basingstoke, RG24 8LT</a> .
Holidays	28 days per annum pro rata (to include bank holidays)
Probation Period	3 months
Notice Period	8 weeks
Pension	NEST Pension Scheme
DBS	n/a
Safeguarding	Training as required by the Diocese of Winchester