

St. Alkmund's Church, Derby

Caretaker Job Description

Job Title: Caretaker

Responsible to: PCC of St. Alkmund's Derby (Venue Manager)

Accountable to: the Vicar and Churchwardens

Working Hours: The job is part time (14 hours) with some flexibility of working hours. Preference is for the hours to be spread over at least 4 days, with the time worked between 8am-3pm.

Salary: £10.90 per hour

Job Purpose

- Hold responsibility for the practical day-to-day use of St. Alkmund's church and its grounds, providing and maintaining a safe working environment.
- Be responsible for the security, maintenance and services of work facilities, ensuring that it meets the needs of the people who use the church buildings and related spaces.
- Accept delegated responsibility from the PCC to carry out day-to-day implementation of specified arrangements identified in the H&S Policy.

Responsibilities:

Building Maintenance, Furniture & Equipment

- Monitor the fabric of the building by conducting regular checks both internally and externally for defects, damage or breakdown. A defect list should be maintained, with reporting any major defects to Head of Fabric
- Undertake any minor repairs / improvements to the premises within the scope of relevant qualifications and experience.
- For work requiring skilled tradespeople, the caretaker will be expected to lead in making arrangements and overseeing the work, unless advised otherwise by the Head of Fabric
- Carry out tasks to external areas of the premises including routine maintenance, rubbish removal, leaves clearance, maintenance of access/egress routes, lawn mowing, etc as required and discussed or identified.
- Conduct or supervise specialist cleaning if required (e.g. cleaning using Genie platform)
- Maintain clocks (battery replacement and time changes twice per year)
- Unless told otherwise by the Head of Fabric, supervise and act as the Responsible Person when contractors are on site
- If within skillset/experience, carry out maintenance of tools & equipment, or coordinate these activities with the appropriate contractor. Maintain up to date records on servicing and maintenance for key plant and equipment
- Work with the church administration team to ensure adequate cleaning and maintenance supplies are maintained within budget
- Coordinate training for tools & equipment (eg Genie platform) and maintain training records.
- Conduct routine checks of key alarm systems (Burglar, Fire etc) and fire extinguishers
- Ensure kitchen equipment (Dishwasher, Fridge, Oven etc) are in working order
- Ensure the security of the premises is maintained
- Hold keys to all rooms in the building and exterior buildings

Room Hire Support:

- Prepare rooms for hire (arrange furniture and equipment) and return the room to the standard layout, or prepare for next hirer, once hirer/user has left
- Confirm cleaning of rooms is to required standard and conduct ad-hoc cleaning of hire rooms if deemed necessary
- Ensure that heating is configured appropriately for each activity or room hire in accordance with agreed protocols.
- Empty local room dehumidifiers where required

People

- Coordinate any volunteers supporting with maintenance/cleaning activities
- Support the values and vision of St Alkmunds and to act as an ambassador of the church to visitors and outside hirers
- Play a full role as a member of the church's staff team, sharing the team's corporate responsibilities and engaging with church staff, congregation and other site users where needed
- Undertake any other reasonable duties requested by authorised person(s) to enable the efficient running of the church and/or the premises.

Health, Safety and Environment

- Accept the delegated responsibility by the PCC to carry out day-to-day implementation of the arrangements as outlined in the Health and Safety Policy
- Be familiar or with Health and Safety Regulations, and Health and Safety Policy so far as they concern church premises
- Ensure that safety equipment and clothing is provided and used by all personnel where this is required
- Minimise risk to themselves and others while working

The successful candidate will ideally have the following skills and personal qualities:

- Be responsible, honest, and reliable.
- Be practical and experienced in D.I.Y.
- Have good verbal communication skills
- Understand safe working practices and relevant health and safety legislation.
- Have a basic understanding of building construction and design and able to interpret technical information (building schematics, process flow charts etc).
- Be well-organised and capable of prioritising their own work.
- Be happy to work on their own, as part of a team, and/or capable of supervising contractors.
- Be flexible, adaptable, and enjoy a varied routine.
- Be capable of lifting heavy or awkward items as required.
- Be capable of working at height (for example using ladders and step ladders).
- Be able to work to a schedule and meet set targets

Miscellaneous Information

- Successful applicants will be expected to complete a DBS check.