



St Mary's Church Centre Caretaker
St Mary's Church, 44 Moss Lane, Sale, M33 6GD

Job Description

Responsibilities

- Daily responsibilities (Mon-Fri) for cleaning the church centre rooms, offices, kitchens and toilets.
- Waste management, including emptying bins around the church centre and ensuring bins are out for collection on the appropriate days and returned after they have been emptied.
- Liaising with Church centre receptionist and admin assistant on the occupancy of the church centre to ensure that rooms are tidy, ready for use by hirers and furniture and equipment is accessible.
- Occasional assistance in setting up for Butterflies Pre-School.
- Keeping check of consumables and ordering stock as required.
- Maintain a general tidiness of grounds and recycling area.
- Available as a key holder for bookings when a key holder is not present.
- Minor maintenance and repairs to the church centre.
- Occasional overtime to act as a verger for large bookings, conferences, parties, and concerts.
- Adherence to health and safety policies and procedures at all times.
- Any other tasks, which may be reasonably requested by the line manager.

Responsible to:

- Line managed by the Finance Officer

Salary and hours:

- 12 hours per week
- Salary will be £10.40 per hour, paid monthly by BACS transfer on or about 25th of each month.

Person Specification

We are seeking a person who is sympathetic to the ministry of St Mary's Church and understands the importance of strong relationships with all users of the church and church centre.

Experience and competencies

Key competencies

- Ability to work alone and use initiative.
- Ability to work well as part of a team, working closely with the Finance Officer and Church Centre Admin team.
- Strong interpersonal skills.
- Excellent time management skills.
- Excellent organisational skills.
- Ability to follow instructions well.
- Ability to observe safe working practices in carrying out duties required .
- Ability to work flexible hours including some weekends and evenings.
- Results orientated to take a task to completion.
- Basic literacy and numeracy.

Personal profile

- A warm and outgoing personality with a confident and caring approach.
- A hard working, dependable and self-motivated individual.
- A flexible attitude towards work.

Practical skills

- Ability to carry out physically demanding cleaning duties.
- Good standard of DIY skills.
- Ability to use equipment relevant to the post.

Experience

- Proven ability in general maintenance and caretaking.
- Working knowledge of health and safety.
- Working knowledge of lifting and handling.

Child Protection Policy

You are required to adhere at all times to the PCC's Safeguarding Policy. You will be required to complete our Safeguarding Policy forms and the Diocesan Disclosure application form for the Disclosure and Barring Service Check.

Parish Employment Handbook

Detailed Employment policies and procedures are laid out in our Parish Employment Handbook.

Closing date for applications: Friday 25th February, 12noon

Interviews will take place: Wednesday 9th March