

Lancaster Baptist Church

Job Description

Post Title:	Caretaker (with Cleaning Responsibilities)
Employer:	Lancaster Baptist Church
Primary location:	Nelson Street, Lancaster LA1 1PT
Salary:	£9.00 per hour (paid monthly)
Hours:	Minimum 16 per week – maximum 21 per week; to be agreed (may include some evening and weekend work)
Leave:	5 weeks per calendar year (pro rata) plus statutory holidays.
Responsible to:	Supervising Charity Trustee
Accountable to:	Charity Trustees (Diaconate), Lancaster Baptist Church
Terms and Conditions:	To be set out in a Statement of Terms of Employment

Summary of the role

We are seeking a committed, practical, organised, individual to work on a flexible, part-time basis to support the work of the Church and to perform a wide range of duties related to the cleaning and maintenance of the Church property. By keeping the Church clean, safe and functional the Caretaker provides an essential service supporting our ministry and our desire to be good stewards of our property assets.

With the current Covid-19 pandemic the caretaker will play a pivotal role in keeping building users safe and complying with government guidance re cleaning and social distancing

The purpose of the role is to facilitate the day-to-day functioning of the Church and its buildings in close co-operation with the Minister and other members of staff, the Church members and other users of the premises.

The post holder will work in a Christian environment and, therefore, it will be necessary to have respect for the Christian faith, its values and be in sympathy with our organisational aims. A broad sympathy for the life and mission of Lancaster Baptist Church is therefore appropriate to this role. As a faith-based, Christian organisation and a place of Christian worship our beliefs are the foundation of our work.

Good communication with all users of the buildings is important as we seek to serve all those who use the buildings. In addition to its own activities the Church makes its premises available to various outside groups and the buildings are in use most days of the week, including some evenings, for a range of meetings and activities. As well as being a familiar and friendly face to all who visit and use the Church and its premises the successful applicant will be responsible for ensuring the security of the premises.

Main Purposes of the Role

- Carry out caretaking and cleaning duties within the Church buildings including
- Maintain cleaning procedures in line with government guidance to minimize the risk of transmission of Covid-19
- Responsible, when on duty, for the opening/unlocking and closing/locking of the Church buildings.
- Supervise the day to day use of the Church and its rooms, ensuring that they are prepared for the use of internal and external groups, including arranging furniture and equipment as required, and that all rooms are kept clean, tidy and safe.

- Ensure that those who have booking reservations have access to the buildings either by being present personally or by arranging for another key holder to attend.
- Responsible for the security and safety of the premises and their contents when on duty
- Ensure the premises are well presented and in a good state of repair.
- Ensure equipment is maintained in good working order and liaise with contractors, as required.
- Generally, to assist with the smooth running of the church premises.

Ministry of Welcome

- Provide a welcome to visitors as and when required, making sure that all visitors are received in a friendly, tactful and helpful manner. When it is necessary to be firm, this should be without giving offence.
- The post holder will be approachable and behave in a manner appropriate to a Church setting which provides services and facilities to a wide range of people including children and the elderly

Health & Safety

- Ensure all areas of the Church which are accessible to staff, visitors and contractors are maintained in a safe manner and that any hazards or defects are reported promptly to the Charity Trustees.
- Have knowledge of the positions of all fire-fighting equipment and their safe and appropriate use in an emergency and detailed knowledge of all emergency procedures including building evacuation and contact routines.
- Undertake all regular checks of fire safety equipment, including the fire alarm system.

Working Arrangements

- The nature of this role requires flexible working arrangements in accordance with the day to day use of the Church buildings and in the case of events outside of normal working hours.
- The Caretaker must also be willing to be contacted at home in the event of an emergency.

Basic Qualifications

Demonstrated knowledge of:

- cleaning procedures/processes, products and equipment
- building maintenance procedures including basic repair procedures and use of the tools required

Person Specification - Essential skills and abilities

Ability to:

- plan and implement a regular cleaning program and manage own workload
- operate building heating and mechanical systems
- operate stock control of cleaning products and sundries
- perform basic maintenance and repair functions
- observe safe working practices in performing the duties of the role
- relate equally well to paid and voluntary staff
- work enthusiastically, energetically and practically
- climb stairs and do medium to heavy work including lifting and moving of furniture, reaching all areas of the Church and associated buildings without assistance
- work flexibly to facilitate Church and other events
- communicate effectively, having sufficient basic literacy and numeracy skills, and be able to give and follow instruction in English, both written and verbal
- Able to work in appropriate personal protective equipment e.g. face mask, visor

And:

- have good interpersonal skills and be able to work with and encourage a team of helpers and volunteers.
- be motivated, and proactive in the care and maintenance of the buildings.
- work independently with minimal supervision.
- be willing to undertake any training necessary for the role.
- hold a recognised, current first aid certificate or be prepared to attend and able to pass a first aid course provided by the Church prior to the end of a probationary period.
- maintain the confidentiality of staff, volunteers and other members of the public using the buildings and generally deal sensitively with people.

Desirable qualifications:

- Previous caretaking, cleaning and facilities management experience
- Experience working with volunteers

Supervision

The Caretaker will work under the supervision of the Supervising Charity Trustee and will have a weekly schedule of duties and other tasks depending on the activities taking place in the buildings.

Summary of Responsibilities and Duties

- Ensure the premises are kept secure and safe.
- Clean the Church premises regularly, to a good standard, in accordance with agreed schedules, both internally and externally. Duties include the cleaning and disinfecting of toilets, sinks and floors with appropriate cleaning materials following use of the buildings, the refilling of soap, toilet paper and towel dispensers as required, the laundering of tea towels, the emptying of wastebaskets and disposal of rubbish etc.
- Ensure general waste and recycling waste is made available for weekly local authority collection.
- Unlock and lock the premises on work days as necessary, according to use by church groups or external organisations.(when on duty).
- Be aware who is on site at all times and ensure that all doors and windows are secured in unoccupied areas.
- Ensure that the heating systems operate as necessary in preparation for and during the times of planned use.
- Arrange furniture and equipment in accordance with planned booking requirements and then store away afterwards.
- Liaise with the Church Administrator to ensure any bookings for use of the premises are authorised in accordance with the Church's guidelines and that users have access to the Church premises by either being present to open up/secure buildings or ensuring another key holder will be in attendance.
- Liaise routinely with both regular and occasional users of the Church premises.
- Undertake minor repairs and maintenance works ensuring that manual handling and working at height safety procedures are adopted where necessary
- Ensure all equipment is maintained in good working order and that electrical equipment is tested as required.
- Ensure the external appearance of the premises remains satisfactory and in the spring to autumn period ensure that weeds are removed.
- Ensure any health and safety issues are dealt with promptly and effectively, reporting to the Supervising Managing Trustee without delay.
- Maintain any administrative or clerical records necessary to caretaking, cleaning and property maintenance and repairs.
- Test fire alarms and equipment according to set schedules
- May be required to provide a weekly cleaning service to 1 Ridge Square, Lancaster - a premise currently leased by Lancaster Baptist Church and used for meetings of the Ridge Christian Fellowship.

The post holder may be required to perform duties other than those listed above which are provided as examples only. Duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility assumed by the role.

Applications

Applications are invited for this important role within our team to: Karen Ness, Church Secretary or by e-mail to office@lancasterbaptistchurch.org.uk at the latest by midnight Tuesday 1st September

This post is open to candidates who are in sympathy with the aims and objectives of the Christian Church and the Baptist tradition. The Baptist tradition encourages equal opportunities.

The appointment will be made subject to:

- The receipt of two satisfactory references.
- Confirmation of authorisation to work in the UK as required by law.
- A satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).
- Satisfactory completion of an initial probationary period of up to six months duration.