



Chorlton Central Church:

a clean, attractive, and safe space for all our community

Job Description

Job Title:	Caretaker
Location:	Chorlton Central Church Barlow Moor Road Chorlton-cum-Hardy Manchester M21 3BH
Responsible to:	The caretaker will be employed by Chorlton Central Church.
Hours of work:	52 hours per month, with need to work flexibly. Some hours worked Sunday mornings and both daytime and evenings during the week.
Salary:	£9,310.08 (£14.92 per hour - for 52 hours per month). Payment via bank transfer, monthly.
Annual Leave:	Six weeks per annum, pro rata, plus bank holidays and sick leave.

Overall Purpose:

The Caretaker is an important part of the Chorlton Central Church team, because;

- ▶ Chorlton Central Church wishes its building to be well used by the community as part of our ethos of welcome. This motivation is balanced by our own need to use the building for our worship, meetings, events and activities.
- ▶ Our building must be well maintained in order to ensure that it is a safe venue and one that is welcoming and accessible.

Duties and Responsibilities and Duties:

The Caretaker is responsible for the cleaning, usage, and maintenance of the building, this means;

To check on the building at least 4 times a week to

- ▶ check the heating is working correctly
- ▶ ensure that the building is clean and tidy
- ▶ ensure furniture is in the correct rooms or storerooms
- ▶ check for damage to furniture or the fabric of the building (inside and out)
- ▶ to ensure that security measures are in place and that the building is alarmed and locked

The above checks are to be carried out in response to building usage, requiring the post-holder to work flexibly to ensure that rooms are clean and ready for use by our different user groups.

These checks include, but are not limited to;

1. To regularly set up the worship area with chairs and tables ready for the Sunday morning service and occasionally at other times.
2. To ensure that all unused furniture is stacked and stored correctly and safely.
3. To ensure that the building is kept as clean as possible by the cleaners, and to clean as necessary when it is required.
4. To carry out minor repairs with the permission of the Maintenance Group, (excluding any work which requires a professional qualification) or to report any repairs needed to that group.
5. To care for the indoor plants, to regularly water the tubs outside and to keep the garden area tidy and hazard free – particularly the steps and entrance. This includes, but is not limited to sweeping leaves and weeding paths.

6. To adjust the heating controls where necessary (in consultation with the Lettings Secretary or Maintenance Group as required).
7. To be responsible for the building's waste: emptying and sorting recyclable materials, emptying all the other waste and ensuring that the bins are put out on the kerbside and collected back in as appropriate. Emptying waste is a priority and needs to be done if needed on every visit to the building.
8. To order new cleaning materials and arrange to receive the deliveries, purchasing other items as and when needed and informing the treasurer of orders placed. Small items to be purchased and receipts given to the treasurer for reimbursement.
9. To manage the cleaners and communicate with them about use of the building and any issues arising, passing on concerns or unresolved issues to the Line Manager or Maintenance Group.
10. To have good communication with regular user groups, to ensure they are complying with their booking agreement and to make sure they are happy with arrangements, dealing with queries and complaints where possible, or referring these to the Line Manager.
11. To show users how to connect to and use our audio-visual equipment when required.
12. To ensure that user groups only store in the building equipment that has been agreed with the Lettings Secretary and the Deacons, and to inform the Line Manager or Maintenance Group about any problems regarding this.
13. To answer calls from building users about any issues with the building, being the first responder if a visit to the building is required.
14. To unlock and lock up for one-off building users.
15. To meet potential users of the building and to show them round the building.
16. To meet contractors at the premises, to oversee their work (where necessary) and to arrange to close the building afterwards.

17. To be responsible for the keys to the building; to keep an updated list of who has keys, to order new keys as required and to collect in and issue keys as appropriate (in consultation with the Lettings Secretary and Line Manager as required).
18. To communicate closely with the Lettings Secretary / Line Manager to request back-up for unlocking / locking the building and to report any problems with bookings.
19. To ensure that all building Health and Safety policies and procedures are being adhered to.
20. To carry out monthly Health and Safety inspections of the building, completing an inspection checklist and acting upon any areas of concern.
21. To declutter rooms and cupboards intermittently in consultation with the Maintenance Group to ensure storage spaces remain tidy and safe.

Management:

The Caretaker will be responsible to the Deacons' Meeting, with whom the overall management of the building lies.

- ▶ Part of this responsibility is delegated to the Maintenance Group
- ▶ The Caretaker will communicate as and when necessary with members of the Maintenance Group and will report to that group attending meetings every 2 - 3 months.
- ▶ A Deacon will be appointed to the Maintenance Group and will act as Line Manager of the Caretaker and meet for supervision by-monthly.
- ▶ The post-holder is subject to the policies of Chorlton Central Church, including our equal opportunities policy.

