

## JOB DESCRIPTION

<b>Job Title:</b>	Caretaker (26hrs PW)
<b>Lay Employee in the</b>	Newlyn Trinity Methodist Church
<b>Location:</b>	The Centre, Chywoone Hill, Newlyn. TR18 5AR
<b>Responsible to:</b>	The Centre Manager

**Purpose and Objectives:** To provide a comprehensive cleaning, maintenance, minor repair, meeting room set up and waste management service at the The Centre Newlyn.

**Skills Required:** See Person Specification

### Main Responsibilities

The Caretaker will primarily be responsible for maintenance and cleaning of The Centre, a multi-purpose church and community centre.

They will be a keyholder responsible for locking and unlocking the building and will involve lone working. There will be a need to respond to occasional emergency call out for security or maintenance issues.

They will be responsible for completing daily/weekly/monthly cleaning schedules, responding to service calls delegated by their line manager, setting up meeting room layouts. In addition the post holder will be responsible for regular health and safety checks, fire alarm tests, fridge temperature checks and any other tasks commensurate with the grade of the post.

Answering telephone and email enquiries and actioning as appropriate will also be required, as well as receiving cash or card payments.

As part of a team, the post holder will be working on a shift pattern to include day times and evenings over 4 working days which may include Saturdays but very rarely will it include Sunday working.

Occasional extra hours may be required for which time off in lieu is given. Cover for other staff members during absence on annual leave or sickness is also required for which overtime is payable.

The role includes cleaning of all areas of the building including toilets, kitchens, work surfaces, carpeted and hard floors, walls, internal and external windows and outdoor areas.

Maintenance includes regular painting and decorating, lock replacement, dealing with leaky taps, repairing or fitting door closers, PAT testing electrical equipment and fitting plugs.

## PERSON SPECIFICATION FOR CIRCUIT PROPERTY OFFICER

Attributes	Essential	Desirable	Method of Assessment
Education & Training	Educated to GCSE level or equivalent		Q A
Relevant Experience	Experience of maintenance tasks including but not limited to those listed in job description	Experience working in a public facing role	A I
	Experience of cleaning	Experience in cleaning within a commercial setup.	A I
	Experience of email and basic I.T		A I
Special Knowledge & Skills	Good communication skills	A knowledge of property maintenance and management	A I
	Good organisational skills with excellent time keeping	Recognised First Aid certificate	A I Q
	Awareness of equality and diversity issues	Knowledge of risk assessment and fire risk assessments	A I
	Use of hand and power tools		A I
	Ability to maintain confidentiality		I
	Knowledge of Health and Safety requirements		I
Special Qualities or Aptitudes	Able to work alone and as part of a team		I
Any Other Requirements	A willingness to work within the inclusive ethos of the Methodist Church		I

Method of Assessment A – Application Form, I – Interview, Q – proof of qualification (certificates or transcripts) TBC – to be confirmed

## Terms and conditions

- The salary will be £13.96 per hour for 26 hours per week
- Normal working pattern: 26 hours per week over 4 working days between 8:45 am and 10pm
- Opportunities for study and for training.
- Optional pension scheme.
- 5 weeks annual leave entitlement and 8 Bank Holidays per year, all pro rata.
- Appointment will be subject to satisfactory references and employment checks and enhanced DBS check.
- Appointment will be subject to the satisfactory completion of a six month probationary period.

## Management

The Employee will be line managed by the Centre Manager.

## Other information

The Application form should be returned to [thecentrenewlyn@gmail.com](mailto:thecentrenewlyn@gmail.com)

It is proposed that interviews will be held during the week commencing ----- at the Centre, Chywoone Hill, Newlyn with a view to a start date of -----.