



JOB DESCRIPTION

Job Title:	Caretaker
Reporting to:	Operations Manager
Employment Term:	Part-time flexible hours as agreed with line manager
Salary:	£9.60 per hour

We're an open evangelical church in South Tonbridge in Kent linked to New Wine and we are seeking to appoint a Caretaker.

WE'RE PASSIONATE TO KNOW GOD AND TO MAKE GOD KNOWN.

That's our vision, plain and simple. But despite its simplicity, it's huge! It will require a great effort to fully grasp the impact of that for ourselves, while at the same time building a church that reaches and serves the many thousands in our community. To help, we've broken it down into four streams:

LOVE GOD

Our desire is, together, to be fully committed to growing as disciples of Jesus. That means we're going to be committed to nurturing, sustaining and inspiring an ever-closer and deeper personal and collective relationship with God.

LOVE ONE ANOTHER

Our desire is to create environments where authentic relationships can flourish and where we can encourage one another to grow as disciples. We know that growing as disciples is not something any of us can do on our own. We recognise our need of others for support, guidance and encouragement, and their need of us.

LOVE OUR COMMUNITY

Our desire is to equip, encourage and enable each other, both individually and together, to share the incredible news of Jesus in all that we do, wherever we are.

LOVE OUR WORLD

Our desire is to enable and equip disciples to bring hope to our world. We want to look beyond our own immediate surroundings and be champions and catalysts for justice and mercy throughout our world.

OVERALL PURPOSE

To support the vision and ministry of the church by helping to ensure that all the church buildings and estate are well maintained, safe and set up as required to facilitate the various functions and ministries which take place there.

MAIN DUTIES

- Together with the Premises Manager, to ensure the church buildings are tidy and appropriately set up for all activities, functions and services and any external functions.
- With the Premises Manager to work flexibly as a key holder to open and close the church around activities and functions.
- To carry out a schedule of fabric maintenance and testing, including fire alarms, CO2 monitors, emergency lighting and the disabled lift.
- To ensure all equipment and appliances are functioning correctly, including descaling dishwashers and salting water softeners regularly.
- To ensure adequate supplies of tea and coffee for the church kitchen.
- To ensure waste bins for all communal buildings are put out each week for clearing and returned to their usual position afterwards
- To carry out a monthly check that all seals are intact on first aid boxes, and to investigate broken seals and incomplete accident books, restocking boxes where necessary.
- To ensure all the external areas of the church buildings, including St Eanswythe's, are kept tidy, safe and presentable. This will include cutting the grass in the church garden, keeping the memorial garden tidy and weed-free and regularly litter-picking in the churchyard.
- To clean windows of church internal and external doors fortnightly.
- As requested by the Premises Manager, to carry out simple maintenance and repair tasks, some of which will require the use of ladders.
- To store and retrieve equipment from the loft areas as required.
- To carry out specific activities e.g. assembly, filling and emptying the baptismal pool, and by agreement with the Premises Manager or Operations Manager, perform such other reasonable duties as may be required.
- To take an active role within the St Stephen's Church staff team, attending staff meetings as agreed with the Operations Manager.
- To advise the Premises Manager when maintenance issues require professional repair.
- As directed by the Premises Manager, to oversee any outside contractors engaged by the church.

PERSON SPECIFICATION

- Sympathy with the teachings of the Christian faith and the values of St Stephen's Church.
- A pleasant, polite and helpful manner in dealing with visitors and members of the congregation.
- Honesty and integrity, in particular as a key holder.
- Willingness and ability to work flexible hours.
- Good physical health and strength, including the ability to stack and unstack church chairs on a regular basis.
- Ability to carry out routine maintenance and repair tasks and to follow a schedule of regular equipment testing.
- Specific maintenance skills e.g. plumbing, electrical, pointing, decorating, etc. would be an advantage.
- Ability to use initiative and to work unsupervised.
- A strong team player, happy to help out as and when required to ensure the work of the church can be safely and successfully carried out.

Employee's signature: _____

Employee's name: _____

Date: _____

MAIN TERMS AND CONDITIONS

Hours:

Part-time flexible hours as agreed with line manager.

Hourly Rate:

£9.60 per hour.

Work Base:

St Stephen's Church, 35 Waterloo Road, Tonbridge, TN9 2SW.

Holidays:

25 days a year and all bank holidays, rising by one day per complete year of service up to 30 days, pro rata to the hours worked.

Pension:

A Pension is available through The People's Pension, based on the Government's auto-enrolment scheme.

Safeguarding:

There is no requirement for a DBS in this role but you will be expected to complete safeguarding training as agreed by the Safeguarding RSG.

