**Parish Caretaker**

**Purpose of the post:**

To carry out a full range of duties to provide high standards of cleanliness, general security and maintenance of the Church premises. To include cleaning, handyperson activities and some supervision of Parish cleaning staff.

This will be conducted under the general supervision of the Church Warden.

**Main duties & specific responsibilities:**

* As a main key holder, be responsible for the security of the church premises
* Be responsible for locking and unlocking church premises outside of normal hours and setting security alarm systems as required. Responding to security alarm or other call outs in accordance with agreed procedures
* Undertake and record regular checks on equipment, legionella risk, alarm systems, ladders and fire extinguishers and report any problems arising
* Identify and report building, furniture or fitting deficiencies to the Church Warden and to undertake any remedial action. This may involve arranging emergency repairs and obtaining quotes from contractors.
* Undertake range of handyperson duties (i.e. those not requiring a qualified craftsperson) as directed by the Church Warden, that contribute to the maintenance of the church premises (e.g. remedial painting and decorating, repairs to fittings and small scale improvements, repairs to taps and cisterns, fitting shelves/ notice boards etc.)
* Escort contractors to site of repairs and maintenance and monitor the safety of their working practices/quality of work
* Monitor usage of fuel, electricity, water and take meter readings
* Monitor, order and take delivery of stores, goods and equipment including cleaning materials and arrange their safe storage and distribution as appropriate
* Be responsible for general tidiness and safety of outside areas including the walkway and graveyard.
* Keep drains clear of obstructions
* Ensure safe pedestrian access at all times, including keeping paths and entrances clear of leaves and moss, as well as gritting and snow clearing during severe weather
* Treat car park with salt/grit as appropriate
* Keep signage clean and free from algae
* Check trees for broken/ overhanging branches that could pose a safety risk
* Maintain, if required, tubs and planters around the Church
* Maintain toilet facilities ensuring they are in working order, ensuring appropriate supplies of consumables are available
* Deal with blocked toilets and blocked drains
* Set out/put away furniture for events etc. and undertake general porterage as required by the Church Warden.
* Make appropriate arrangements for the collection of waste
* Regularly clean designated areas of the building and grounds according to instructions
* Deep cleanse carpets at least once per year

**Health and Safety**

* Comply with the requirements of Health and Safety at Work regulations
* Take reasonable care for the Health and Safety of yourself and others, including adherence to ‘lone working’ guidelines
* Cooperate with the Church to ensure that Health and Safety responsibilities are carried out
* Perform duties in line with health and Safety and COSHH regulations and take action where hazards are identified, reporting serious hazards immediately to the Head teacher or other senior person

**Resources**

* Use manual tools and power tools for appropriate repair and maintenance tasks. Cleaning equipment, including cleaning chemicals, will be used on regular basis. Training will be arranged as necessary
* Seek out new resources that will improve the cleanliness and enhance the Church
* Have understanding of how to operate the alarm and CCTV systems. Training will be arranged as necessary

**Knowledge and Skills**

* Willingness to undertake training, possibly off site and to attend meetings required to satisfactorily carry out the above requirements
* Some lifting is required. Routine cleaning may include the movement and handling of cleaning equipment, machinery and furniture

**Supervision and Management**

* The post holder will often be required to work without direct supervision, following lone working guidelines as necessary
* The post holder will be responsible for supervising and having oversight of the work of the cleaner(s)

**Key contacts and relationships**

* Regular contact with the Church Warden / Church Administrator, by phone or email if not in person.
* Be prepared to be flexible, on occasions, to stay beyond designated hours in return for time off in lieu e.g. Evening meetings, Concerts

**Support for the Parochial Church Council:**

* Be aware of and comply with all Parish policies, specifically those relating to Health & Safety, Manual Handing and Fire Awareness.
* Attend and contribute to relevant meetings as required
* Participate in training and other learning activities as required
* To be committed to safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.