**FIRST LARNE PRESBYTERIAN CHURCH** Peninsula ref PRE 124

**Role Description**

**Job Title**: Caretaker/Cleaner

**Responsible to**: Congregational Committee with Property Convenor as Line Manager

**Purpose**: To carry out caretaking and cleaning duties at the Church Complex

**Hours per week**: The job is part time (20 hours per week) with some flexibility of working hours. Some evening and weekend work will be required

**Salary**: £9.50 per hour equivalent to £9,880 per annum paid monthly.

A contributory workplace pension is available.

**Specific Duties**

**Key Areas**

**Safety & Security**

* Participate in procedures to ensure the security of the Church Complex and its contents
* Open and close the church premises and grounds as required
* When required ensure that all windows are closed, doors and gates, both internal and external are secured particularly for external users
* Maintain safe custody of the keys and alarm fob for the Church Complex
* Arm/disarm the Church Complex alarm systems as required and report any faults/abnormalities
* Attend after-hour break in and vandalism at the premises and ensure that (a) the premises are secure and cleaned at the earliest opportunity when clearance has been given and (b) any unauthorised entry or damage is reported to the Property Convenor
* During normal working hours monitor and report any suspicious activity
* Apply grit/rock salt in times of snow and frost to ensure pathways, car parks and entrances are free from snow and ice
* Ensure that all areas of the Church Complex which are accessible to staff and visitors are maintained in a safe manner and any hazards or defects are reported to the Property Convenor
* To have knowledge of the positions of all firefighting equipment and their safe and appropriate use in an emergency and carry out weekly testing of equipment
* To have knowledge of emergency procedures including building evacuation and contact routines. Have regard for your own health and safety and that of all using the premises and grounds.

**Mechanical & Electrical Services**

* Operate as directed, the computerised controls for church heating systems
* Report any problems with the heating and lighting systems to the Property Convenor
* Monitor water, electricity meter and other utility readings as directed
* Check and test fire and intruder alarm systems as directed
* Inspect and report any defects in firefighting equipment.

**Cleaning**

* Ensure that the Church Complex and grounds are kept clean, tidy and free of litter
* Ensure that all external surfaces, drains, drainpipes and gullies, kitchen grease-traps and internal pipework are free flowing and clean
* Ensure that bins are secured, washed and cleaned and in good working order
* Ensure that all litter and recycling bins are emptied on a regular basis
* Provide an ongoing cleaning service to the entire premises to deal with such things as spillage, flooding, toilet cleaning, litter or any cleaning problem associated with weather conditions
* Clean external signs and notices
* Ensure cleaning materials and equipment are kept in good condition, used and stored correctly
* Prepare and clean facilities for required use
* Ensure that all accessible internal and external fixed glass surfaces are cleaned using the appropriate equipment provided to ensure safe working conditions.

**General Duties**

* Transport all refuse and recyclable materials to their collection point and implement segregation procedures in compliance with the current Borough Council waste management policy
* Prepare rooms, furniture and equipment in accordance with planned/requested usage including ensuring that heating systems operate as necessary
* Maintain and clean furniture and materials throughout the Church Complex to ensure a safe environment
* Assist when required in carrying out maintenance work, spraying and removal of weeds, minor repairs and paintwork to the Church Complex and grounds.

**Administration**

* Ensure that health and safety issues and defects in equipment are reported immediately to the Property Convenor and that a record of equipment repaired is kept and that all equipment is cleaned and stored safely
* Maintain all administrative or clerical records pertinent to the cleaning and caretaking.

**General Conditions**

* All duties to be carried out to comply with: (a) The Health & Safety at Work (NI) Order 1978 (b) Acts of Parliament, Statutory Instruments & Regulations and other legal requirements
* (c) COSHH Regulations
* (d) Codes of Practice
* All duties will be carried out in working conditions normally inherent in the particular situation eg. indoors or outdoors
* All issued protective clothing and equipment to be used appropriately.

**Training**

* Undertake any training deemed relevant to the post.

**Other duties**

* Ensure that day to day operational issues which are brought to the attention of the post holder are dealt with appropriately, eg. cleanliness of facilities, heating and lighting
* Any other duties consistent with the role of caretaker/cleaner and within the competence of the post holder.

The above list of duties is neither comprehensive nor exhaustive but outlines the general requirements of the post. Other duties may arise of a more general nature which is consistent with the job title and the salary attached to this post.

**Person specification/key competencies**

**The Jobholder must:**

* Be able to reflect the ethos and mission of First Larne Presbyterian Church in all dealings with staff, church members and visitors
* Be able to effectively manage schedules of work
* Have good interpersonal skills
* Be able to work with a team of voluntary helpers
* Be well motivated, proactive and able to work with minimal supervision
* Demonstrate knowledge of basic repair procedures and use of the tools required
* Demonstrate some knowledge of building maintenance procedures and be able to perform basic maintenance/repairs, showing an awareness of health and safety procedures
* Be able to climb stairs, use ladders and step ladders safely, and do medium to heavy work including lifting and moving of furniture
* The successful applicant will be required to undertake a successful Access NI check.

**Selection Criteria**

**Eligibility Criteria (shortlisting):**

* A broad sympathy for the life and mission of the Presbyterian Church in Ireland
* General standard of education including basic literacy and numeracy skills to be able to communicate and follow both written and verbal instruction in English.

**Essential Criteria (to be tested at interview):**

* Can demonstrate ability to follow instructions and learn new procedures
* Proven experience in tasks relevant to the post such as cleaning and general maintenance
* Can demonstrate a sufficient level of computer literacy to operate the computerised controls of church heating systems in liaison with the Property Convenor, church volunteers and staff
* Proven ability to build and maintain effective relationships with a wide range of people
* Proven ability to work on own initiative and meet deadlines/targets
* Can demonstrate willingness to work flexible hours
* Lives sufficiently convenient to the premises to be able to respond to open and closing and emergency call outs.

**Access NI**

Appointment is subject to Access NI clearance