

JOB DESCRIPTION

Job Title: Caretaker

Employer: Holy Trinity PCC

Work base: Holy Trinity Church, Clapham Common Northside, London, SW4 0QZ and Trinity House Clapham, 31-33 Bromell's Rd, Clapham, SW4 0BN

Hours: Full-time

Reports to: Building & IT Manager

Liaises with: Operations team, visitors and hirers at Holy Trinity Clapham / Trinity House Clapham

Supports: Staff, Hirers, Volunteers, Contractors, Cleaning staff

Purpose of this role

You will work within the Operations team at Holy Trinity Clapham and play a key role in maintaining our buildings, providing a hospitable, safe and welcoming environment for all who use our premises.

Key Objectives

- Ensure that the premises are a safe and welcoming place for all visitors and users
- Ensure that the building and its immediate surrounds are kept secure, clean and tidy
- Prepare the church and act as verger for funerals, weddings and other special services

Responsibilities – Holy Trinity Clapham and Trinity House Clapham

Welcome

- To welcome and liaise with all who visit and use our premises making every effort to answer questions and resolve problems as they arise;
- To ensure that the foyer of the church is clean, clutter free and that the relevant publicity is displayed.

Security

- To ensure that security is maintained on the premises and to report any concerns to the Church Office;
- To ensure that the premises are opened up and closed promptly in accordance with current rotas and guidelines.

Health and Safety

- Liaising with our H&S Officer, understand and help implement Holy Trinity Clapham's Health & Safety policy ensuring that our premises are a safe environment for all who visit, volunteer and work here;
- To be a recognised First Aider and attend Emergency First Aid at Work training and refresher courses;
- To be a fire warden for the church building and undertake the appropriate training for that role.

Cleaning

- To ensure that the premises are cleaned through undertaking your own caretaking and overseeing and liaising with regular cleaning staff;
- To maintain cleaning supplies and their storage in compliance with COSHH regulations.

Maintenance

Building fabric and surrounds

- To ensure that the surrounds of our premises are tidy, drains are clear, and rubbish removed;
- To liaise with the Buildings Manager about any minor repairs/improvements to the premises.

Fixtures and fittings

- To ensure that each room is tidy and to arrange and maintain furniture and equipment as required for each hirer/user, giving instructions on the use of equipment as necessary;
- To report any missing items, breakages or damages to the Buildings Manager at the earliest opportunity.

Heating and Electrical systems

- To ensure that the heating plant and electrical systems are functional and maintained in accordance with current guidelines;
- To ensure that the appropriate heating is provided for each activity;
- To report any problems with current heating and electrical systems to the Buildings Manager.

Contractors

- To be the primary point of contact for contractors when they are on the premises;
- Liaise with contractors attending site and safely manage their impact on those hiring/working on the premises;
- Ensure any paperwork is correctly signed off and given to the Church Office.

Miscellaneous Duties

- Undertake any other duties that could reasonably fall within the scope of this post as requested by the Buildings Manager.

Working requirements

This is a full-time role and there will be some evening work required.

Essential Skills and Personal Attributes

- Well-motivated, proactive and able to work with minimal supervision;
- Strong interpersonal skills and an ability to work well within a team;
- Friendly, calm and hospitable demeanour;
- Physically fit and able to undertake physical work including lifting up to 25kg;
- Knowledge of basic repair and building maintenance procedures including safe storage of materials;
- Experience of following and maintaining policies and procedures e.g. Health & Safety;
- Hold a recognised, current full first aid certificate or be prepared to attend and able to pass a first-aid course provided and paid for by the church.

Desirable Skills and Personal Attributes

- Basic understanding of IT;
- Health and Safety training / Food Hygiene training;
- Clean UK Driving Licence.

Additional Details and Requirements

The post holder should be in full sympathy with the aims and ethos of HTC's vision and ethos.

You will have five weeks holiday (plus bank holidays) calculated on a pro rata basis.

Salary

£19,500 (FT)