



Diocese of Westminster

<u>Job profile:</u>	Parish Caretaker - Ss. Alban & Stephen, St Albans, Hertfordshire
<u>Reporting to:</u>	Parish Priest
<u>Job Purpose:</u>	To manage the Parish Centre and undertake general maintenance and cleaning of the parish buildings, including the church, and surrounding areas (e.g. car park and garden), including maintenance in the presbytery as required by the parish priest.

Principal duties and responsibilities

1. To ensure that the church and parish centre, including hall, meeting rooms, café area, kitchen, lavatories and external area including the car park, are clean and tidy each day and before a booking starts
2. To be responsible for general maintenance and cleaning duties within the church and parish centre, including:
 - i. all communal areas inside the parish buildings and surrounding external area.
 - ii. maintenance of all safety equipment (e.g. fire-fighting equipment, escape routes)
 - iii. maintenance of kitchen equipment
 - iv. all lavatories including replenishing with toilet paper and soap
 - v. the cleaning and polishing of all floors and surfaces
 - vi. the cleaning of doors and interior windows as required
 - vii. any other ad hoc cleaning duties as required
 - viii. to oversee external contractors required to install or repair equipment or maintain parish buildings
 - ix. to maintain the garden, car park area and walkways around the parish buildings.
3. To liaise with organisers of meetings or other events in the parish centre and set up any chairs and tables in accordance with their needs
4. To liaise with the parish secretary to ensure that the parish centre is open in time for booked meetings and events and secured after a booking has ended
5. To notify the parish priest of malfunctions in equipment or any building defects needing attention

<u>Person specification:</u>	Parish Caretaker
<u>Contract type:</u>	Permanent
<u>Salary:</u>	£12 per hour
<u>Hours of work:</u>	15-18 hours per week (negotiable, but likely to be 9:00-12:00 or 12:30-15:30 weekdays, and possibly some weekend work).

Experience required

1. Previous caretaking experience, ideally in a similar role.

Competences required

1. An ability to work within a small team comprised of volunteers and under the supervision of the parish priest.
2. An ability to work alone and use initiative as required
3. Excellent organisational skills, able to prioritise and meet deadlines
4. Strong communication skills.
5. Flexibility in working hours to meet demand
6. Willingness to undertake Health and Safety training.

N.B This is not intended to be a comprehensive description of the duties of the post. The post holder may be required to undertake other related duties as required